

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FAC ID Building: *Rockville MD021* Date of Visit: *11/7/18*

Contractor Personnel on Site

Patrick Donovan 1
2
3
4
5
6

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

*LIST WORK 6356, 6389, 6357 + 6390
Ice makers, Refrigerators, Water Heaters, Air Handlers,
Condensing units, dehumidifier, furnace.*

8

CERTIFICATION OF WORK

To be signed by the Contractor.

Name: *Patrick Donovan* Date: *11/7/18*
Signed: *[Signature]*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed.

Print Name/Rank: *Baricanoza, Maria SGT* Date: *20181107*
Signed: *[Signature]*
Email: *maria.e.baricanoza.mil@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: *Rockville MD 20881*

LOCATION/RM #: *1st fl*

ASSET #: *2098+2099+*

MECHANIC SIGNATURE: *[Signature]* **DATE:** *10/18*

START TIME: *11:00*

FINISH TIME: *11:45*

ITEM #	DESCRIPTION	NOTES	COMPLETED	NOTES	COMPLETED	NOTES
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓			
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install I lock out tag out if servicing alone or in confined space for safety precautions.		✓			
3	Check fan blades and moving parts for cracks and excessive wear.		✓			
4	Check running motor amperatures on all three phases (record in note column) (note L1, L2, and L3 amp draws.		✓			
5	Tighten all electrical connectors/lugs to proper torque.		✓			
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.		✓			
7	Check bearing collar set screws on fan shaft to make sure they are tight.		✓			
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.		✓			
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.		✓			
10	Lubricate mechanical bearings and connections sparingly.		✓			
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.		✓			
12	Check coils for leaking, tightness of fittings.		✓			
13	Use fin comb to straighten coil fins.		✓			
	If applicable, clean strainer (annually).		✓			
	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.		✓			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (mark complete if no note/ explanation)
		YES	NO	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		<i>Belt & gear</i>
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		<i>Groove</i>
16	Check and test freestat for proper operation	✓		<i>Correct</i>
17	Vacuum interior of unit.	✓		<i>None</i>
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		<i>Sealed</i>
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		<i>Lubed</i>
20	Clean up work area.	✓		<i>Clean</i>

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

2098 - ✓
2099 - ✓
2101 - ✓