

### CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Rockville MD021 Date of Visit: 9/26/19

Contractor Personnel on Site:

1. Patrick Donovan

2. \_\_\_\_\_

#### Work Performed:

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

1. 10262, 10308, 10331, 10571, 10309, 10332, /Heaters, Rooftop Package unit, Mini Splits, Fancoil units, Exhaust System, Hot water pumps, Service Calls – Service Call Number and Description Grease Trap, Glycol feeders, Expansion Tank

1. CSS# \_\_\_\_\_

2. CSS# \_\_\_\_\_

3. CSS# \_\_\_\_\_

### CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 9/26/19

Signed: Patrick Donovan

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Jeff Cintorino Date: 26 Sept 19

Signed: Jeff Cintorino

E-Mail: j.cintorino.cintorino1@nat.gov

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

**SITE AND BLDG #:** Packville 47201 **MECHANIC SIGNATURE:** Patricia **DATE:** 7/14/19  
**LOCATION/RM #:** Roof of **WO#** 10571 **ASSET #** 2110 **START TIME:** 10:30 **FINISH TIME:** 11:20

CHECK POINT	CHECKING DESCRIPTION	TEST CONDITIONS	NOTES/INSTRUCTIONS
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work	✓	
3	Thoroughly inspect and clean interior and exterior of machine with wet/dry vacuum. (remove panels).	✓	Done
4	Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information	✓	Done
5	Check for refrigeration leaks on all lines, valves, fittings, coils, etc. using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.	✓	Refrig/leaks detected
6	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	✓	Refrig/cooling coils checked
7	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	✓	Refrig coils checked
8	Check belt tension and condition. Adjust or replace as required.	✓	Refrig belt checked
9	Replace pre-filters if needed.	✓	
10	Replace final filter if needed.	✓	

Check Item	Description	Task Completion		Notes/Actions
		Yes	No	
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.	<input checked="" type="checkbox"/>		all good
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required	<input checked="" type="checkbox"/>		✓/4 done
13	If applicable, clean and test condensate pump and alarm.			

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #:

Rockville MD2021LOCATION/RM #: Virginia Recs WO# 10571 ASSET # 2112MECHANIC  
SIGNATURE: PatriciaDATE: 9/1/19  
START TIME: 11:25 FINISH TIME: 16:45

ITEM	DESCRIPTION	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	Schedule shutdown with operating personnel, as needed.	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	
4	Check fan blades for dust buildup and clean if necessary.	<u>✓</u>
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<u>✓</u> <i>fan gear</i>
6	Tighten all electrical connections to proper torque as needed.	<u>✓</u>
7	Check that the fan runs properly in all speeds as applicable.	<u>✓</u>
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<u>✓</u>
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<u>✓</u>
10	Check linkage on dampers if out of alignment.	<u>✓</u>
11	Lubricate mechanical connections of dampers sparingly as applicable.	<u>✓</u> <i>none</i>
12	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UH.	<u>✓</u>
13	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<u>✓</u>
14	Check coils for leaking, tightness of fittings.	<u>✓</u>
15	Use fin comb to straighten coil fins as needed.	<u>✓</u>
16	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<u>✓</u> <i>none</i>
17	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<u>✓</u> <i>none</i>
18	Vacuum interior of unit.	<u>✓</u> <i>done</i>

Task	Description	Completed	Notes
15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	Door Gasketed
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	Filter changed
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	Drain checked
18	Clean up work area.	<input checked="" type="checkbox"/>	Area cleaned

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: General Maintenance Worker

Additional Notes: