

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: [Signature]

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: John C. [Signature] Date: 26 Sept 19

Signed: [Signature]

E-Mail: jean.c. [Signature]@na1.arj

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

SITE AND BLDG #:

Rockville 472021

MECHANIC SIGNATURE:

[Signature]

DATE:

7/19/19

LOCATION/RM #:

Roof of lower wing

WO#

10571 ASSET # 2110

START TIME:

10:30

FINISH TIME:

11:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS (If task completed, check box. If not, provide maintenance)
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE COMPLETED BY MAINTENANCE PERSONNEL				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum. (remove panels).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
2	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
3	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done/leaks detected
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done/ good
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
8	Check belt tension and condition. Adjust or replace as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done/ good
9	Replace pre-filters if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done/ good
10	Replace final filter if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done/ good

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (DETAILS, APPROVALS, COMMENTS, PHOTO, ETC.)
		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"/>	<input type="checkbox"/>	all good
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
13	If applicable, clean and test condensate pump and alarm.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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 MD 20821

MECHANIC
SIGNATURE:


DATE: 9/1/19

LOCATION/RM #:

Unit 3 Room 10571

ASSET # 2112

START TIME:

11:25

FINISH TIME:

11:45

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.	<input checked="" type="checkbox"/>			
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>			
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.	<input checked="" type="checkbox"/>			
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		all good	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		good	
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		good	
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		done good	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		good	
6	Check damper actuators and linkage for proper operation as applicable.	<input checked="" type="checkbox"/>		good	
7	Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		done	
8	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		done	
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U/I.	<input checked="" type="checkbox"/>		leak is visible	
10	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		done	
11	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		no leaks visible	
12	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		done	
13	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		done	
14	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>		done	
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>		done	

15	Check filter door for proper gasketing and air leaks. Correct as necessary.				
16	Change the filter as needed with the correct size and type filter.				
17	Insure that drain(s) are clear and running.				
18	Clean up work area.				

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To be performed by: General Maintenance Worker

Additional Notes:

*good
filter cleaned
good
done*