

CERTIFICATION OF WORK

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

FACID/Building: Rockville MD021 Date of Visit: 11/7/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 11016, 11150, 11174, 11206, 11117, 11151, 11175
Air handlers, Ice Maker, Refrigerators, Water Heaters, Cond. units, dehumidifier
Furnace
Service Calls - Service Call Number and Description

1. CSS# _____
2. CSS# _____
3. CSS# _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 11/7/19
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: Felix, Adrian SGT Date: 7 Nov 2019
Signed: Felix, Adrian

E-Mail: adrian.1.Felix2.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Rockville MD 20811

MECHANIC SIGNATURE: ESB **DATE:** 4/7/19

LOCATION/RM #: Bldg #2 Ext. 1 **WO #:** 11175 **ASSET #:** 2122

START TIME: 9:00 **FINISH TIME:** 9:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Schedule outage of unit with personnel in area the unit serves.	<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"/>	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Bene</u>
5	Wash coil with coil cleaning solution - Rinse thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
6	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Very good</u>
7	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Very good</u>
8	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
9	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
10	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
11	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
				Room temp <u>73</u> * Room Humidity <u>39</u> %

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
FURNACE

ACTIVITY AND BLDG #: Rockville MD 2021

MECHANIC
 SIGNATURE: 

DATE: 11/8/19

LOCATION/RM #: Bldg# 2 **WO#** 11175 **ASSET #** 2123
START TIME: 9:45 **FINISH TIME:** 10:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IN TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
1	Replace air filter if applicable	✓		done
2	Check the fire box liner or refractory for cracks and leaks.	✓		done
3	Check smoke stack for obstructions, leaks, etc.	✓		done
5	Clean all fans and motors.	✓		all good
6	Check operation of controls and safeties.	✓		good
7	Lubricate as required.	✓		done
8	Check and clean plenum (clean cooling coils and check for leaks, if	✓		cooling coils good no leaks
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		aligned
10	Report any rust issues and open a CM ticket	✓		rust free
11	Remove lock outs and tags. Restore fuel and power supply.	✓		done

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To be performed by: HVAC Technician

Additional Notes: