

## PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

LACID Building: *Rockville MD 20811* Date of Visit: *3/18/19*

Contractor Personnel on Site:

1. *Patrick Donovan* 4.  
2. 5.  
3. 6.

### Work Performed:

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

- 1. LIST WOB *7652, 7743, 7847, 7656, 7747*
- 2. *Grease Trap, Hot Water Pumps, Expansion Tank, Glycol Feeder*
- 3. *Water Softeners, Infrared Heaters, Pool Heater, Unit Heater/Ac,*
- 4. *Rooftop Package unit, Mini Split, Vehicle Exhaust, Gas Heaters*

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*  
Signed: *[Signature]*

Date: *3/18/19*

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: *MSgt Catron Jennifer* Date: *3/18/19*  
Signed: *[Signature]*  
E-Mail: *Juvmetinst@yahoo.com*

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

**SITE AND BLDG #:** Rockville MD021

**MECHANIC  
SIGNATURE:** John

**DATE:** 3/18/19

**LOCATION/RM #:** R4121 **WO#** 7847 **ASSET #** 2112

**START TIME:** 9:50

**FINISH TIME:** 10:30

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"/>	<u>good</u>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<u>good</u>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<u>good</u>
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<u>good</u>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<u>all good</u>
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<u>good</u>
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	<u>none</u>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<u>No leak visible</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<u>Brushed off coils</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<u>No leaks, coils visible</u>
11	Use fan comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<u>done (good)</u>
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>	<u>good</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>	<u>good</u>
14	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<u>done</u>

15	Check filter door for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<i>gasket</i>
16	Change the filter as needed with the correct size and type filter.	<input checked="" type="checkbox"/>	<i>Change filter</i>
17	Ensure that drain(s) are clear and running.	<input checked="" type="checkbox"/>	<i>drain</i>
18	Clean up work area.	<input checked="" type="checkbox"/>	<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: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## FILTER REPLACEMENT

SITE AND BLDG #: *Kodiak MD 2021*

LOCATION/RM #: Ref Asset # 3110  
~~3877~~

START TIME: 10:40

FINISH TIME: 11:13

Task	Completed	Notes
1. Check, clean, and/or replace both internal and external filters as necessary.	✓	Done
2. Label and Date Filter	✓	Done
3. Did YETILOW Maintenance Tag get Initialed	✓	Done
4. Did all High Asset Filters get Changed	✓	Done
4. 20x25x2' Backstop Unit	✓	Done
2. 16x20x4' Backstop Unit	✓	Done
Min. 20ft G. Iters <del>Changed</del>	✓	Done
Asset #2112 Cleared	✓	Done

**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: GMW **Additional Notes:**

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

SITE AND BLDG #:

*Rockville MD21*

WO# 7847 ASSET # 2110

MECHANIC SIGNATURE: *John S.*

DATE: 3/15/19

LOCATION/RM #:

*Roof*

START TIME: 10:40

FINISH TIME: 11:15

ITEM #	CHECKPOINT DESCRIPTION	WORK COMPLETED	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	✓	<i>Sign and dated Maintenance Record Tag</i>
	<b>ROUTINE MAINTENANCE</b>		
1	Thoroughly inspect and clean interior and exterior of machine with wet/dry vacuum. (remove panels).	✓	<i>done</i>
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	✓	<i>done</i>
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.	✓	<i>No leaks detected</i>
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	✓	<i>all good</i>
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	✓	<i>done</i>
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	✓	<i>done</i>
8	Check belt tension and condition. Adjust or replace as required.	✓	<i>good</i>
9	Replace pre-filters if needed.	✓	<i>done</i>
10	Replace final filter if needed.	✓	<i>done</i>

Check Point	Check Point Description	Task Completed		Notes / Actions
		Yes	No	
11	If applicable confirm the following:			Reheat coil not providing air flow
	i. Humidistat activates humidifier.			
	ii. Reheat coils activate properly.			
	iii. Discharge air temperature is set properly.			
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required	✓		adjusted
13	If applicable, clean and test condensate pump and alarm.		✓	cleaned

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To be performed by: HVAC Technician

**Additional Notes:**