

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

LAC ID Building: *Rockville MDO21* Date of Visit: *3/18/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

Work Performed:

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

- 5. LIST WORK: *7652, 7743, 7847, 7656, 7747*
- 6. *Greasetrap, Hot Water Pumps, Expansion Tank, Oil/Fuel Feeder*
- 7. *Water Softeners, Infrared Heaters, Door Heater, Unit Heater/A/C,*
- 8. *Rooftop Package unit, Mini Split, Vehicle Exhaust, Gas Heaters*

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/18/19*

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: *Miss Catherine Jennifer*

Date: *3/18/19*

Signed: *[Signature]*

E-Mail: *lurmetfirst@yahoo.com*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Rockville MP021

MECHANIC SIGNATURE: [Signature]

DATE: 3/18/19

LOCATION/RM #: Rm 121 WO# 7847 ASSET # 2112

START TIME: 9:50

FINISH TIME: 10:20

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"/>			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"/>			done
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>			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"/>			all 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"/>			no leaks visible
9	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UFE.	<input checked="" type="checkbox"/>			Brushed off coils
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>			No leaks visible
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>			done/good
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>			good
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>			good
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	<input checked="" type="checkbox"/>			good
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.	✓			✓

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 #: Rockville MD2021

MECHANIC SIGNATURE: [Signature] DATE: 3/14/19

LOCATION/RM #: 120 # 7847

START TIME: 10:40 FINISH TIME: 11:13

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE, CHECKED BY, WORKER'S FULL NAME)
		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>		<u>done</u>
2	Label and Date Filter	<input checked="" type="checkbox"/>		<u>done</u>
3	Did YIELD Maintenance Tag get Initiated	<input checked="" type="checkbox"/>		<u>done</u>
4	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>		<u>done</u>
4	20X25X2 Roof Top Unit			<u>Asset 7847</u>
2	16X20X4 Roof Top Unit			
	Mini Split Filter changed			
	Asset # 2112 <u>Cleaned</u>			

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

SITE AND BLDG #: Rockville MP021
LOCATION/RM #: Roof WO# 7847 ASSET # 2110

MECHANIC SIGNATURE: [Signature] DATE: 3/15/19
START TIME: 10:40 FINISH TIME: 11:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (If Task Completed, Checkmark; No, Provide Explanation)
		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"/>	<u>Signed & dated Maintenance Record Tag</u>
TO BE PERFORMED AT NEXT INSPECTION SERVICE				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum. (remove panels).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
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"/>	<u>done</u>
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"/>	<u>No leaks detected</u>
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
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"/>	<u>done</u>
8	Check belt tension and condition. Adjust or replace as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
9	Replace pre-filters if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
10	Replace final filter if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	YES	NO	NOTES/ACTIONS (PLEASE INCLUDE THE CHECKED TO, FOUND, AND ACTION)
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"/>	<i>all good</i>
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>none</i>
13	If applicable, clean and test condensate pump and alarm.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>N/A</i>

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To be performed by: HVAC Technician

Additional Notes: