

## PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FacID Building: Rockville MD021 Date of Visit: 3/18/19

Contractor Personnel on Site:

1. Patrick Donovan

4.

5.

6.

7.

### Work Performed:

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

- 5. 1st Work 7652, 7743, 7847, 7656, 7747
- 6. Grease Trap, Hot Water Pumps, Expansion Tank, Glycol Feeder
- 7. Water Softeners, Infrared Heaters, Pool Heater, Unit Heater/PC,
- 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: Pat

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 Anton Jennifer Date: 3/18/19

Signed: Jennifer

E-Mail: Jurnefirst@yahoo.com

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

**SITE AND BLDG #:** *Rockville Motor*

**MECHANIC  
SIGNATURE:** *Patricia*

**DATE:** *3/19/19*

**LOCATION/RM #:** *HVAC* **WO#** *7743* **ASSET #** *2108*

**START TIME:** *10:20*

**FINISH TIME:** *10:45*

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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Maintenance Record Signed &amp; Date</i>
2	Schedule shutdown with operating personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check thermostat settings to ensure the cooling and heating systems operating correctly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>good</i>
5	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>all good</i>
6	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>clean</i>
7	Lubricate all moving parts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>done</i>
8	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>done</i>
9	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>all good</i>
	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>clean</i>
	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>done</i>
	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>done</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: HVAC Technician

**Additional Notes:**