

### CERTIFICATION OF WORK

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

FACID/Building: Rockville MDO21 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. 11116, 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: [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: Felix Adrian SGT Date: 7 Nov 2019

Signed: [Signature]

E-Mail: adrian.l.felix2.mil@mail.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #: Rockville MD021MECHANIC SIGNATURE: [Signature] DATE: 11/5/19LOCATION/RM #: Vault WO# 11174 ASSET # 2111START TIME: 10:00 FINISH TIME: 10:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Clean and/or replace filter as needed. -Record space humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Space Humidity <u>34</u> %
3	If applicable, check hours per usage, replace tanks as needed.	<input checked="" type="checkbox"/>	<input 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: General Maintenance Worker

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Rockville MD 20821  
 LOCATION/RM #: Exterior Bldg #1 WO# 11174 ASSET # See notes

MECHANIC SIGNATURE: [Signature] DATE: 11/27/19  
 START TIME: 1:00 FINISH TIME: 2:40

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"/>	
TO BE PERFORMED AT REGULAR MAINTENANCE SERVICE				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done / all good
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks visible
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room temp _____ * Room Humidity _____ % see notes
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
11	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done

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To be performed by: HVAC Technician  
 Additional Notes:

Asset # 2100 ✓  
2103 ✓  
2104 ✓

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Rockville MD021MECHANIC SIGNATURE: [Signature] DATE: 11/1/19LOCATION/RM #: \_\_\_\_\_ WO# 11174 ASSET # 3cc notesSTART TIME: 11:30 FINISH TIME: 12:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
3	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>L1 _____ L2 _____ L3 _____</u> <u>See note 3 on meter</u>
4	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
5	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>See notes</u> <u>all good</u>
6	Check bearing collar set screws on fan shall to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
7	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
8	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
9	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
10	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done/good</u>
11	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>no leaks visible</u>
12	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
13	Report any equipment rust or condensate pan rust -If found open CMI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>no rust in pans</u>
14	Flush and clean condensate pans and drains. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
15	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all good</u>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freestial for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done

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To be performed by: HVAC Technician

Additional Notes:

Asset # 2098 Drill Hall/units not in use

# 2099 Drill Hall units not in use

# 2101 Rooftop. unit shut down for Season  
2 units are not in use. other unit shut down for Season