

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. 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: 

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: 

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: *Rockville MD 20811*

LOCATION/RM #: *Vault* WO# *11174* ASSET # *2111*

MECHANIC
SIGNATURE: *[Signature]* **DATE:** *10/1/19*

START 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 checked="" type="checkbox"/>	Space Humidity 34 %
3	If applicable, check hours per usage, replace tank(s) 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 MD021** LOCATION/RM #: **Exterior Bldg #1** WO# **11174** ASSET # **See notes**

MECHANIC SIGNATURE:  DATE: **11/7/19**

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"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done / all good</i>
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>no leaks visible</i>
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"/>	<i>all good</i> Room temp <u> </u> * Room Humidity <u> </u> % <i>See notes</i>
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
11	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>

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To be performed by: HVAC Technician

Additional Notes:

Asset# 2100

2102

2103

2104

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: Rockville MD 20850MECHANIC SIGNATURE: Haider DATE: 11/19LOCATION/RM #: WO# 11174 ASSET # NotesSTART TIME: 11:30 FINISH TIME: 12:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	/	
1	Check fan blades and moving parts for cracks and excessive wear.	/	
2	Check running motor amperages on all three phases (record in note column) note 1.1, 1.2, and 1.3 amp draws. Inspect contactors	/	L1 _____ L2 _____ L3 _____ See notes <u>all good</u>
3	tighten all electrical connectors/lugs to proper torque.	/	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	/	<u>See notes</u>
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	/	<u>Done</u>
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/	<u>all good</u>
8	Lubricate mechanical bearings and connections sparingly.	/	<u>grease</u>
9	Clean coils by brushing, blowing, vacuuming.	/	<u>cleaned</u>
10	Check coils for leaking, tightness of fittings.	/	<u>all good</u>
11	Use fin comb to straighten coil fins.	/	<u>all good</u>
12	Report any equipment rust or condensate pan rust -If found open CM	/	<u>all good</u> <u>rust visible</u> <u>all good</u> <u>No Rust in pans</u>
13	Flush and clean condensate pans and drains. Close down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	/	<u>close</u>
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/	<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.	/	<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 freezestat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	done
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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 # 2048 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*