

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

FACID Building: Gaithersburg MD013 Date of Visit: 11/1/18

Contractor Personnel on Site:

1. <u>Patrick Donovan</u>	4. _____
2. _____	5. _____
3. _____	6. _____

Work Performed:

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

5. LIST WO# AHR handler filters, DX Chiller, Water heater, Dehumidifier
6. Furnace. Condensing unit.
7. _____
8. W.O.#s 6384, 6382, 6351

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 11/1/18
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: Glean R. Umberger Jr, GS-13 Date: 1 Nov 18
Signed: [Signature]
E-Mail: glean.r.umberger.civ@mail.mil

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

SITE AND BLDG #:

Catholicsburg MD 2013

MECHANIC SIGNATURE:



DATE:

1/11/18

LOCATION/RM #:

Building 2 WO# 6334 ASSET # 2010

START TIME:

FINISH TIME:

DESCRIPTION		STATUS		REMARKS	
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	<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"/>			
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	<input checked="" type="checkbox"/>		Good	
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>		Replaced filter	16" X 25" X 1"
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>		Good	
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>		Good	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>		Good	
6	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"/>		Good	
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>		Good	
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>		Good	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>		Good	

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:

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

SITE AND BLDG #: Catlettsburg MD013MECHANIC SIGNATURE: [Signature]DATE: 11/11/18LOCATION/RM #: Bldg 2 WO# 6381 ASSET # 2012

START TIME:

FINISH TIME:

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	<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"/>		
2012-2013				
1	Check thermostat settings to ensure the cooling and heating systems operating correctly.	<input checked="" type="checkbox"/>		<u>Good</u>
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>		<u>all good replaced filter</u>
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>		<u>none</u>
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>		<u>looks good</u>
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>		<u>Good</u>
6	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"/>		<u>Good</u>
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>		<u>Done</u>
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>		<u>Good</u>
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>		<u>Good</u>

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:

Signal deleted. Next 11/12/18

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: Gaithersburg MD013

MECHANIC SIGNATURE: [Signature]

DATE: 4/1/18

LOCATION/RM #: Blg 2 WO# 6384 ASSET # 2011

START TIME:

FINISH TIME:

ITEM		DATE	TIME	STATUS
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.	✓		Done
2	Schedule outage of unit with personnel in area the unit serves.	✓		Done
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.	✓		Done
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		Done N/A
1	Remove debris from air screen and clean underneath unit.	✓		Done
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		Done
3	Straighten fin tubes with fin comb, as needed.	✓		Good
4	Check electrical connections for tightness.	✓		all tight & all tight
5	Check mounting base for tightness.	✓		all tight
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		Good
7	Inspect all piping for leaks and tighten loose connections.	✓		no leaks visible
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		all good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		good 62°
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		good
11	Clean up work area.	✓		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: HVAC Technician
Additional Notes: