

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

FACTD Building: Gaithersburg MD 2013 Date of Visit: 11/1/18

Contractor Personnel on Site:

1. Patrick Donovon 4. _____
2. _____ 5. _____
3. _____ 6. _____

Work Performed:

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

5. LIST WO# Air 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: 

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: Glen R. Umberger Jr., G5-13 Date: 1 Nov 18

Signed: Kathy

E-Mail: glen.r.umberger.civ@nwi.mil

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

SITE AND BLDG #: Great Thachensbury MD 013

MECHANIC SIGNATURE: J. Tolson

DATE: 11/1/18

LOCATION/RM #: Building 2 **WO#:** 6284 **ASSET #:** 2010

START TIME:

FINISH TIME:

Task	Completed	Notes
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 operating correctly.	<input checked="" type="checkbox"/>	Check
2 Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	Replaced filter 16"X25"X1"
3 Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	Replace
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"/>	
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"/>	Cool
7 Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	Block
8 Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	Zone
9 Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	Zone Gas

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 #: Canterbury MD 013

MECHANIC SIGNATURE: Pat S. Scott

DATE: 11/1/18

LOCATION/ARM #: Bldg 2 WO# 6384 ASSET # 2612

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"/>	
4	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	<input checked="" type="checkbox"/>	<u>Good</u>
5	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	<u>all good</u>
6	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	<u>Replace filter</u>
7	Lubricate all moving parts.	<input checked="" type="checkbox"/>	<u>lube</u>
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"/>	<u>drain</u>
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"/>	<u>starts good</u>
10	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<u>Coil</u>
11	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<u>Blower</u>
12	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<u>Gas</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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: Gaithersburg MD 20878

LOCATION/RM #: Bldg 2 **WO#** 6384 **ASSET #** 2011

MECHANIC SIGNATURE: John Doe **DATE:** 4/1/18

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

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To be performed by: HVAC Technician

Additional Notes: