

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

Facility Building: *Alexandria V4002* Date of Visit: *11/13/18*

Contractor Personnel on Site:

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

Work Performed:

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

5. LIST WORK: *6360, 6392, 6335*
6. *water heater, Condensing units, dehumidifier, Pole mounted lights -*
Photocell, Chiller, Air Handlers
7.

CERTIFICATION OF WORK

To be signed by The Contractor

Print Name: *Patrick Donovan* Date: *11/13/18*
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: *Richard M...* Date: *15 Nov 2018*
Signature: *[Signature]*
FACILITY

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: Alexandria VAO02MECHANIC SIGNATURE: [Signature]DATE: 12/21/18LOCATION/RM #: Drill Hall WO# 6392ASSET # 2185 + 2186 START TIME: 12:00FINISH TIME: 12:55

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 type="checkbox"/>	
2	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"/>	<u>Signed & dated both Maint. Rec. tags</u>
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>L1 5.0 L2 4.9 L3 5.1 / L1 5.1 L2 5.1 L3 5.0</u>
3	Tighten all electrical connectors/plugs to proper torque.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all Tight</u>
4	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>Good</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Clamped filters 12/18</u>
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>lubed both units</u>
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Clean</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No leaks visible</u>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
13	Flush and clean condensate pans and drains, remove all rust, prepare metal and paint. 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>drain pans clean</u>

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		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Belts Good
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"/>	Good
16	Check and test frezestat for proper operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brushed out / Clean
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tight
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"/>	Lubed
20	Clean up work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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: