

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

FAC-D Building: *Alexandria VA 22314* Date of Visit: *11/13/18*

Contractor Personnel on Site:

Patrick Donovan

1

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6

Work Performed:

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

8. LIST WORK *6360, 6392, 6335*

*water heater, Condensing units, dehumidifier, Pole mounted lights -
Photocell, Chiller, Air Handlers*

8

CERTIFICATION OF WORK

To be signed by The Contractor

Name: *Patrick Donovan*

Date: *11/13/18*

Signed: *Patrick Donovan*

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.

Name: Rank:

Patrick M. Morris

Date: *11/13/2018*

Signed: *Patrick M. Morris*

FAC-D

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: Alexandria VAC02LOCATION/RM #: Drive Hall WO# 6392 ASSET # 218542186MECHANIC Bob Ruzs SIGNATURE: Bob Ruzs DATE: 12/21/18START TIME: 12:00 FINISH TIME: 12:55

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|--|----------------------|--|
| 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. | ✓ | |
| 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. | ✓ | Signed & dated both Maint. Rec. Tags |
| 1 | Check fan blades and moving parts for cracks and excessive wear. | ✓ | Cool |
| 2 | Check running motor amperages on all three phases (record in note column) no late 1.1, 1.2, and 1.3 amp draws. | ✓ | 1.1 5.0 1.2 4.9 1.3 5.1 / 1.1 5.1 2.8 2.2-5.1 2.3-5.0 |
| 3 | Tighten all electrical connectors/tugs to proper torque. | ✓ | all tight |
| 4 | If unit is a multi-zone air handler, then check each individual zone damper and associated controls. | ✓ | 4A |
| 5 | Check bearing collar set screws on fan shaft to make sure they are tight. | ✓ | Cool |
| 6 | Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary. | ✓ | Changed filters 10/18 |
| 7 | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment. | ✓ | Cool |
| 8 | Lubricate mechanical bearings and connections sparingly. | ✓ | Applied both units |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | Clean |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | No leaks visible |
| 11 | Use fin comb to straighten coil fins. | ✓ | Cool |
| 12 | If applicable, clean strainer (annually). | ✓ | Cool |
| 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. | ✓ | drain pans clean |

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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"/> | <i>Belts Good</i> |
| 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"/> | <i>Coupling Good</i> |
| 16 | Check and test frezestat for proper operation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Coupling Good</i> |
| 17 | Vacuum interior of unit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Unit Clean</i> |
| 18 | Check filter doors and access doors for proper gasketing and air leaks. Correl as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Filter doors gasketed and clean</i> |
| 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"/> | <i>Tight</i> |
| 20 | Clean up work area. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Done</i> |

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: