

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

FACID/Building: Alexandria Date of Visit: 5/29/19  
VA002

Contractor Personnel on Site:

1. Patrick Donovan 2. \_\_\_\_\_

**Work Performed:**

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

1. 8494, 8524, 8555, 8469, 8495

**Service Calls** – Service Call Number and Description

1. CSS# \_\_\_\_\_
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 5/29/19

Signed: Patricia

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: Archie M... Date: 2019 0529

Signed: Archie

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DEHUMIDIFIER**

**SITE AND BLDG #:** Alexandria VA002      **LOCATION/RM #:** Avgmt      **WO#** 8524      **ASSET #** 2217      **MECHANIC SIGNATURE:** John      **DATE:** 5/28/19  
**START TIME:** 10:10      **FINISH TIME:** 10:20

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED, NO PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
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.	<input checked="" 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"/>		<i>Sign and dated Maintenance Record Tag</i>
1	Check water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>		
2	Clean and/or replace filter as needed.	<input checked="" type="checkbox"/>		
3	If applicable, check hours per usage, replace tank(s) as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Empty older Reservoir</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:** General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: Alexandria VACOZLOCATION/RM #: Exterior 1 WO# 8524 ASSET # See NotesMECHANIC  
SIGNATURE: Jeffrey DDATE: 9/29/19START TIME: 9:00 FINISH TIME: 9:50

ITEM	1	2	3	4	5	6	7	8	9	10	11
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 outage of unit with personnel in area the unit serves.	<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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>									
5	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>									
6	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>									
7	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>									
8	Check electrical connections for tightness.	<input checked="" type="checkbox"/>									
9	Check mounting base for tightness.	<input checked="" type="checkbox"/>									
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>									
11	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>									
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>									
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>									
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>									
	Clean up work area.	<input checked="" type="checkbox"/>									

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To be performed by: HVAC Technician

Additional Notes: Asset # 2179

Asset # 2183

# 2184

2180

2181

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: Alexandria VA002LOCATION/RM #: 101 WO# 8524 ASSET # 2185+2186MECHANIC SIGNATURE: HeidiDATE: 5/28/14START TIME: 12:30FINISH TIME: 12:55

CHECK POINT	CHIEKPOINT DESCRIPTION	ASKED/PREPARED	YES	NO	NOTES/ACTIONS
					SPECIAL INSTRUCTIONS
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.				<u>Sign and dated both Maint Record Tags</u>
1	Check fan blades and moving parts for cracks and excessive wear.				<u>Done</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.				<u>L1 _____ L2 _____ L3 _____</u>
3	Tighten all electrical connectors/lags to proper torque.				<u>Done</u>
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.				<u>not multi zone</u>
5	Check bearing collar set screws on fan shaft to make sure they are tight or replace as necessary.				<u>Crossed</u>
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.				<u>done/ replaced</u>
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.				<u>Crossed</u>
8	Lubricate mechanical bearings and connections sparingly.				<u>Crossed</u>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.				<u>Crossed</u>
10	Check coils for leaking, tightness of fittings.				<u>Done</u>
11	Use fin comb to straighten coil fins.				<u>Done/ good</u>
12	If applicable, clean strainer (annually).				<u>Done/ Strainer</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.				<u>Done</u>

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	YES/COMPLETED		NOTES/COMPLETED/CHANGES/DEFICIENCIES/PROVIDE EXPLANATION
		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.	✓		all good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		done
16	Check and test frezeestat for proper operation		✓	closed
17	Vacuum interior of unit.		✓	
18	Check filter doors and access doors for proper gasketing and air leaks.	✓		done
19	Correct as necessary.		✓	
20	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.		✓	done
	Clean up work area.		✓	done

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To be performed by: HVAC Technician

**Additional Notes:**

2186  
L1 5.1  
L2 5.4  
L3 5.0

2185  
L1 4.7  
L2 5.1  
L3 5.0