

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: _____ Date of Visit: 9/17/19

Contractor Personnel on Site:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

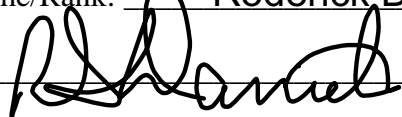
Print Name: Johnny W Brown Date: 9/17/19

Signed: 

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: Roderick Daniels Date: 9/17/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: MD003-01

**MECHANIC
SIGNATURE:**




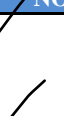




DATE: 9/17/19

LOCATION/RM #: WO# 10562 ASSET # 1893

START TIME: 0900

FINISH TIME: 1630

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|-------------------------------------|-------------------------------------|---|
| | | YES | NO | |
| 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. | <input checked="" type="checkbox"/> | <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"/> | <input checked="" type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels). | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2 | Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3 | Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4 | Check condition of cooling and reheat coils. Use fin comb if need to straighten fins. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5 | Clean coils. Use detergent solution and warm water if coil is heavily soiled. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 7 | Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 | Check belt tension and condition. Adjust or replace as required. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | replaced belt on unit |
| 9 | Replace pre-filters if needed. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 10 | Replace final filter if needed. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|----------------|---|---|---|---|
| | | YES | NO | |
| 11 | If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly. |  |  | |
| 12 | Check and adjust vibration eliminator mountings if equipped. Repair or replace if required |  |  | |
| 13 | If applicable, clean and test condensate pump and alarm. |  |  | |

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

MECHANIC
SIGNATURE



DATE: 9/17/19





START TIME: 0900

FINISH TIME: 1630

SITE AND BLDG #: MD003-01

LOCATION/RM #: WO# 10562 ASSET # 1894

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|---|
| | | YES | NO | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Schedule shutdown with operating personnel, as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Tighten all electrical connectors to proper torque asneeded. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Check that the fan runs properly in all speeds as applicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 10 | Check coils for leaking, tightness of fittings. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Use fin comb to straighten coil fins as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 14 | Vacuum interior of unit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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|----------------|---|--|----|--|
| | | YES | NO | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. |  | | |
| 16 | Change the filter as needed with the correct size and type filter. |  | | |
| 17 | Insure that drain(s) are clear and running. |  | | |
| 18 | Clean up work area. |  | | |

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 discription of the deficiency.













To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **9/11/19**LOCATION/RM #: WO# **10562** ASSET # **1895**START TIME: **0900** FINISH TIME: **1630**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|--|----|---|
| | | YES | NO | |
| 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. |  | | system needs updated and software upgrades also needs new PC |
| 2 | Read and understand the manufacturer's instructions before making any adjustments or calibrations. |  | | |
| 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. |  | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Obtain username and password for login. If not available, contact appropriate company manager to obtain access. |  | | |
| 2 | Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state. |  | | |
| 3 | Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit. |  | | |
| 4 | Check electrical power connections including incoming line voltage. |  | | |
| 5 | Check all fuses for evidence of heating or weakening. |  | | |
| 6 | Check inputs and outputs on DDC/PLC check input and output wiring connections for tightness very carefully. |  | | |
| 7 | If applicable, check relays for burnt contact points. |  | | |
| 8 | Check all point labels are correct and up to date, if applicable. |  | | |
| 9 | Check all plug connections in the panel to ensure the plugs are fully seated. |  | | |

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: