

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA006 Date of Visit: 11.05.2020

Contractor Personnel on Site:

1. RICHARD WALKER 3. _____
2. _____ 4. _____

Work Performed:

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

1. WO'S 12919FQ, 13004QT, 13027SA,
2. FILTERS, KITCHEN EQUIP, AIR HANDLERS
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.05.2020

Signed: Richard Walker

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: Don Huson Date: 11.05.2020

Signed: Don Huson

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **VA006-01**

LOCATION/RM #: **Mechanical Room** WO# **13027** ASSET # **2238**
2239

MECHANIC
SIGNATURE: *Richard Walker*

DATE: **11.05.2020**START TIME: **9am** FINISH TIME: **5pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	✓	/	
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors	✓	/	L1 <u>6</u> L2 <u>6</u> L3 <u>6</u>
3	Tighten all electrical connectors/lugs to proper torque.	✓	/	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓	/	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓	/	
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓	/	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓	/	
8	Lubricate mechanical bearings and connections sparingly.	✓	/	
9	Clean coils by brushing , blowing, vacuuming	✓	/	
10	Check coils for leaking, tightness of fittings.	✓	/	
11	Use fin comb to straighten coil fins.	✓	/	
12	Report any equipment rust or condensate pan rust -IF found open CM	✓	/	
13	Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓	/	
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.	✓	/	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓	/	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
16	Check and test freezestat for proper operation		✓	
17	Vacuum interior of unit.	✓		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
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.	✓		
20	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 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 #: VA006-01LOCATION/RM #: Hallways WO# 13027 ASSET # 2240MECHANIC
SIGNATURE: Richard Walker DATE: 11.05.2020START TIME: 9am FINISH TIME: 5pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	✓		
2	Tighten all electrical connections and measure voltage and current on motors.	✓		
3	Check filters and clean or replace as necessary.	✓		
4	Lubricate all moving parts.	✓		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓		
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.	✓		
7	Clean evaporator and condenser air conditioning coils.	✓		
8	Clean and adjust blower components to provide proper system airflow.	✓		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		

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To be performed by: HVAC Technician

Additional Notes: