

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA049 Date of Visit: 11.10.2020

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>RICHARD WALKER</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. WO'S 12921FQ,1295PFQ,13006QT,13029SA,13039SA,13063PMF,13076PMQ
2. 13107PMS,13030SA,13031SA,13077PMQ,13007QT,13032SA,13066M,13078PMQ
3. FILTERS, KITCHEN EQUIP,HEATRES, AIRHANDLERS, CONDENSING UNITS,
4. CHILLER,LIGHTING,OUTDOOR AIR UNITS
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

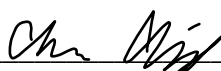
Print Name: Richard Walker Date: 11.10.2020

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: Chris Chipps Date: 11.10.2020

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: **VA049-01**MECHANIC
SIGNATURE:*Richard Walker*DATE: *11.10.2020*
 LOCATION/RM #: *Mech Room* WO# **13029** ASSET # **2312/2313**
13039 **3Y188**
13107 **191918-245**

START TIME:

10am

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>3</u> L2 <u>3</u> L3 <u>3</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.	✓		Found: 1 loose on AHU#2, Repaired on site.
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming	✓		Brushing
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: **VA049-01**MECHANIC
SIGNATURE:*Richard Walker*DATE: *11.10.2020*LOCATION/RM #: *outside/
Mech Room* WO# **13029** ASSET # **2314**
2315

START TIME:

10am

FINISH TIME:

6pm

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.	<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	Check thermostat settings to ensure the cooling and heating systemis operating correctly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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To be performed by: HVAC Technician

Additional Notes: