

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA011 Date of Visit: 11.09.2020

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. 13062PMF,13091PMQ,13106PMS
2. FILTERS, WATER HEATER, KITCHEN EQUIP,
3. COOLING TOWER, CEILING HEAT PUMPS/AHU'S
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.09.2020

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: Chris Chipp Date: 11.09.2020

Signed: Chris Chipp

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
COOLING TOWER

SITE AND BLDG #: **VA011-01**MECHANIC
SIGNATURE: *Richard Walker*DATE: **11.04.2020**LOCATION/RM #: *Outside*
Mech Room WO# **13106**ASSET # **190918-211**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	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				
Cooling Tower				
1	Inspect Tower VFD - Record any display alarms			
2	Clean cooling tower fills -Honeycomb appearance			
3	Inspect sump water level controls - level float or level sensor			
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors -VFD for Fan			
5	Check Fan motor mounting for tightness.			
6	Inspect fan drive belts -adjust or replace as needed -1/2" belt deflection			
7	Check fan or blower for bent or damaged blades and imbalance.			
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.			
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.			
10	Drain -Flush and clean sump pan for tower -Refill sump after cleaning is completed -			
11	Inspect plumbing, valves and flanges for leaks and correct as needed.			
12	Redord AMP draw for Main drive fan motor			L1 L2 L3
13	Record AMP draw for Sump to top of tower circulation pump			L1 L2 L3
14	Check bearings for vibrations or unusual noises.			
15	Inspect contactors for Fan motor and sump Motor			
16	Report any rust or corrosion issues -Open CM			

Not on due to boiler

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
17	Inspect heat trace system on cooling tower line sets -IF applicable	✓		
18	Confirm Chemical water treatment system is operating properly	✓		Located in main plant -Checked monthly by Bond Water Treatment
19	Record tower water conductivity level from controller in plant	✓		
20	Report and deficiencies and open a CM	✓		

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
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: VA011-01 **MECHANIC SIGNATURE:** *Richard Walker* **DATE:** 11.09.2020

LOCATION/RM #: *Building Assessment* WO# 13106 **ASSET #** 190918-213 to 190918-229 **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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check contactors for compressors and fan.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	✓		
8	Clean coils by brushing, blowing, vacuuming	✓		
9	Use fin comb to straighten coil fins as needed.	✓		
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓		
11	Vacuum interior of unit.-Wipe down exterior of unit	✓		
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	✓		
13	Insure that drain(s) are clear and running.-Install condensate tablet	✓		
14	Clean up work area. - Record Humidity level in building	✓		Humidity 43 %
15	Sign and date yellow maintenance tag.	✓		

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
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **VA011-01**MECHANIC
SIGNATURE: *Richard Walker*DATE: **11.09.2020**LOCATION/RM #: **Gym**WO# **13106**ASSET # **190818-231**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	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 all moving components for proper lubrication. Apply lubrication where required.	✓		
2	Check dampers to ensure they open and close properly.	✓		
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	✓		
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓		
5	Check, clean, and/or replace both internal and external filters as necessary.	✓		

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: