

**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: 

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: 11.09.2020

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST COOLING TOWER

SITE AND BLDG #: **VA011-01**

MECHANIC

SIGNATURE:

Richard Walker

DATE:

*11.09.2020*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	Record 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Confirm Chemical water treatment system is operating properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Located in main plant -Checked monthly by Bond Water Treatment
19	Record tower water conductivity level from controller in plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20	Report and deficiencies and open a CM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: VA011-01

MECHANIC

SIGNATURE: Richard WalkerDATE: 11.09.2020LOCATION/RM #: Building 13106ASSET # 190918-213 to 190918-229START TIME: 9amFINISH 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 asneeded.	✓		
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 <u>43</u> %
15	Sign and date yellow maintenance tag.	✓		

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: VA011-01MECHANIC
SIGNATURE: Richard WalkerDATE: 11.09.2020LOCATION/RM #: Gym WO# 13106 ASSET # 190818-231START TIME: 9amFINISH 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check all moving components for proper lubrication. Apply lubrication where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check dampers to ensure they open and close properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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: