

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 12-20-18 / 12-13-18

Contractor Personnel on Site:

- |                         |          |
|-------------------------|----------|
| 1. <u>Patrick Brown</u> | 3. _____ |
| 2. _____                | 4. _____ |

**Work Performed:**

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

- 1. 1341 FQT, 1342 FQT, 1343 FQT, 1587 SA, 1588 SA, 1440 QT, 1589 SA
- 2. Air Handler, Unit Heater, Kitchen Hood, Overhead Exhaust System, Unit heater
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12-20-18

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: Hutchins, Candi M. GS07 Date: 20181220

Signed: Candi M. Hutchins

E-Mail: candi.m.hutchins.civ@mail.mil

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **AIR HANDLER**

SITE AND BLDG #: NY013 - Bldg 1  
 LOCATION/RM #: Boiler room 1342 9210  
123 Storage 9343 9211  
 WO# 1341 ASSET # 9209

MECHANIC

SIGNATURE: \_\_\_\_\_

DATE: 12-13-18START TIME: 9:30 AM  
11:00 AM  
11:30 AMFINISH TIME: 10:30 AM  
11:30 AM  
12:00 PM12-20-18 - 8:00 AM9: AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
2	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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		<u>No Excessive wear</u>
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		<u>L1 119.1 L2 120.3 L3 119.8</u> <u>111.2 121.3 120.0</u>
3	Tighten all electrical connectors/lugs to proper torque.	✓		<u>all are tight</u>
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.	✓		<u>all are tight</u>
6	Check filters for dirt accumulations, 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.	✓		<u>Dampers are operating correctly</u>
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		<u>Coils are clean</u>
10	Check coils for leaking, tightness of fittings.	✓		<u>No leaks or loose fittings</u>
11	Use fin comb to straighten coil fins.	✓		
12	If applicable, clean strainer (annually).		✓	<u>No strainer</u>
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.		✓	NO couplings all are Belt Driven
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.	✓		all seals, sealed tight
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:** Changed 2-16x25x2 and 1-20x25x2 Filters on Asset # 9210 and tighten the Belt

Changed 4-16x20x2 and tighten Belt on Asset # 9211

Changed 2-20x25x2 and 4-16x25x2 Filters and changed the Belt