

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: _____ Date: _____

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: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #: VA701-01MECHANIC
SIGNATURE: DATE: 11-23-21LOCATION/RM #: _____ WO# 15283 ASSET # 3Y172START TIME: 0900FINISH TIME: 1630

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 water inlet and outlet for any leaks, repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Clean and/or replace filter as needed. -Record space humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Space Humidity <u>52</u> %
3	If applicable, check hours per usage, replace tanks's as needed.	<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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **VA701-01** **3Y173,3Y174**
3Y175,3Y176

MECHANIC SIGNATURE: 

DATE: **11-23-21**

LOCATION/RM #: WO# **15283** ASSET #

START TIME: **0900**

FINISH TIME: **1630**

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_____ L2_____ L3_____
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.	✓		

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: VA701-01MECHANIC
SIGNATURE: DATE: 11-30-21LOCATION/RM #: WO# 15283 ASSET # 3Y177START TIME: 0900FINISH TIME: 1630

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.	✓		
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	✓		
3	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	✓		
4	Recover, recycle, or reclaim the refrigerant as appropriate.	✓		
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	✓		
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
7	Refrigerant oils to be treated as hazardous waste.	✓		
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓		
9	Remove access covers prior to accomplishing check points.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Pressure wash coil with proper cleaning solution.	✓		
3	Straighten fin tubes with fin comb.	✓		
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	✓		
5	Check mounting for tightness.	✓		
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		
7	Check fan or blower for bent or damaged blades and imbalance.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	N/A		
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.	N/A		
EVAPORATOR				
1	Inspect evaporator for any obvious deficiencies.	✓		
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
COMPRESSOR(S)				
1	Lubricate drive coupling, if applicable.	N/A		
2	Lubricate motor bearings (non-hermetic), if applicable.	N/A		
3	Check bearings for vibrations or unusual noises.	N/A		
4	Leak test unit with soap test or electronic device.	✓		
5	Check compressor oil level., if applicable.	✓		
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	✓		
7	Check vibration eliminators. Replace as necessary.	✓		
8	Document AMP draw on compressors	✓		L1 L2 L3
9	Check safety controls for high pressure cut off.	✓		
CONTROLS				
1	Record chilled water supply and return temps and Humidity .			

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION

SITE AND BLDG #: VA701-01 3Y364,3Y365

MECHANIC
SIGNATURE: 

DATE: 11-30-21

LOCATION/RM #: WO# 15283 ASSET #

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Use care when working in high places.	✓		
3	Use safety line with harness if necessary.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check gutters, drains, and downspouts to insure that they are properly attached to the building, connections sealed, and free of debris.	✓		
2	Check drain strainers/screens for condition and proper installation.	✓		
3	If downspouts have heaters, test, operate and correct deficiencies.	✓		
4	Remove all trash, debris or unsecured material from roof area and gutters.	✓		
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	✓		
6	Check for missing or damaged splash blocks.	✓		

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To be performed by: General Maintenance Worker

Additional Notes: