PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

USACE Building Upper Marlboro MD016 Date of Visit: 11/2/18

Contractor Personnel on Site:

1. Patrick Donovan
2.
3.
4.
5.
6.

Work Performed:

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

1. TEST WO: 6352, 6385, 6332 & 6386
2. Freezer, Water Heater, Sump Pump, Air Handlers, Chiller, Dehumidifier, Flood lights, Gas fired Heaters
3.
4.
5.
6.
7.
8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 11/2/18

Signed:

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name/Rank: SGT Teshia Contreras Date: 20181102

Signed:

E-Mail: teshia.s.contreras.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: Upper Marlboro MD016

MECHANIC SIGNATURE: [signature]

DATE: 12/7/18

LOCATION/RM #: Mech. Rm + Drill Hall

WO# 6385

ASSET # See Notes

START TIME: 10:30

FINISH TIME: 12:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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	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.	✓		Signed + dated all Maintenance Tags
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades and moving parts for cracks and excessive wear.	✓		Good
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		L1 18 L2 17.6 L3 17.8
3	Tighten all electrical connectors/lugs to proper torque.	✓		Good
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		all are ok
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		Good
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		Replaced filters 10/18
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		Good
8	Lubricate mechanical bearings and connections sparingly.	✓		Done
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		Done
10	Check coils for leaking, tightness of fittings.	✓		No leaks visible on Heat coil
11	Use fin comb to straighten coil fins.	✓		Good
12	If applicable, clean strainer (annually).			
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.	✓		Clean

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓		Belts Good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		Good
16	Check and test freezestat for proper operation	✓		Good
17	Vacuum interior of unit.	✓		Done
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		Good
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.	✓		done
20	Clean up work area.	✓		done

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 perfomed by: HVAC Technician

Additional Notes:

Asset # 2020 L1-18.0 L-2 17.6 L-3 17.7
2021
2022
2023
} AHU's in drill Hall not in use.