

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY052 Date of Visit: 10 DEC 18

Contractor Personnel on Site:

- | | |
|----------------------|----------|
| 1. <u>John Daley</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. 6557 QT, 6690 SA, 6614 QT, 6715 SA
 2. Water Tank, Unit Heater, Fan Coil, Unit Heater, Overhead Vehicle Exhaust
 3. Unit Heater, Linear Unit Heater
 4. _____
 5. _____
-

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: John Daley Date: 10 DEC 18

Signed: John Daley

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: KYLE MCFALL /GS9 Date: 2018/210

Signed: K McFall

E-Mail: kyle.j.mcfall.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: NY052-01

LOCATION/RM #: VARIOUS WO# 6690 ASSET # *508
B62020*

MECHANIC
SIGNATURE

DATE: 10 Dec 18

START TIME: 1000

FINISH TIME: 1300

| 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 | 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 heater coils and associated piping for leaks or corrosion. | ✓ | | |
| 2 | Clean heating coil. Brush vacuum where accessible. | ✓ | | |
| 3 | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections. | ✓ | | |
| 4 | Inspect fan for bent blades, unbalance, excessive noise and vibration. | ✓ | | |
| 5 | Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings. | ✓ | | |
| 6 | Verify proper control by modulating the thermostat through complete cycle. | ✓ | | |
| 7 | Inspect unit for proper operation. | ✓ | | |
| 8 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | | |

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:

ASSET #5 4166, 4168, 4216

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: NY052-01LOCATION/RM #: Boiler Room WO# 6690 ASSET # 4512MECHANIC
SIGNATURE:DATE: 10 Dec 18START TIME: 800FINISH TIME: 1300

| 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 | 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 | For gsa/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed. | ✓ | | |
| 2 | Clean dirt from heater, vaccuming is preferred. | ✓ | | |
| 3 | Check operation of gas valve. | ✓ | | |
| 4 | Check for gas leaks. | ✓ | | |
| 5 | Check operation of thermostat. | ✓ | | |
| 6 | If applicable, replace primary air intake filter. | ✓ | | |
| 7 | As needed, clean spark electrode and reset gap, replace if necessary. | ✓ | | |
| 8 | Inspect flue pipe and connections. | ✓ | | |
| 9 | If applicable, inspect and clean outside air blower and blower intake. | ✓ | | |
| 10 | Inspect unit for proper operation. | ✓ | | |
| 11 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | | |

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
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: NY052-01

MECHANIC
SIGNATURE:

DATE: 10 Dec 18

LOCATION/RM #: VARIOUS

WO# 6690

ASSET # 4547

START TIME: 1600

FINISH TIME: 1300

| 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 | Schedule shutdown with operating personnel, as needed. | ✓ | | |
| 3 | 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 that the fan runs properly in all speeds as applicable. | ✓ | | |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | ✓ | | |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | ✓ | | |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | ✓ | | |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | ✓ | | |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | | |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | | |
| 11 | Use fin comb to straighten coil fins as needed. | ✓ | | |
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | ✓ | | |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly | ✓ | | |
| 14 | Vacuum interior of unit. | ✓ | | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|---------------|----|---|
| | | YES | NO | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | ✓ | | |
| 16 | Change the filter as needed with the correct size and type filter. | ✓ | | |
| 17 | Insure that drain(s) are clear and running. | ✓ | | |
| 18 | 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: