

**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. \_\_\_\_\_

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**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** **AIR COOLED CHILLER, PACKAGE UNIT**

**SITE AND BLDG #:** NY030

**MECHANIC  
SIGNATURE** 

**DATE:** 5/21/19

**LOCATION/RM #:**                      **WO#** 8775                      **ASSET #** 3211

**START TIME:** 11am

**FINISH TIME:** 11:30am

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Recover, recycle, or reclaim the refrigerant as appropriate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Refrigerant oils to be treated as hazardous waste.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all debris have been removed
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	coils are clean
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	fin tubes are straight

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	✓	✓	all connections are tight fuse disconnect works properly
5	Check mounting for tightness.	✓	✓	mounts are tight
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓	✓	no corrosion
7	Check fan or blower for bent or damaged blades and imbalance.	✓	✓	no bent or damage blades
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.		✓	no pulleys belts are couplings
EVAPORATOR				
1	Inspect evaporator for any obvious deficiencies.	✓	✓	no obvious deficiencies
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓	✓	no leaks found
COMPRESSOR(S)				
1	Lubricate drive coupling, if applicable.		✓	no Drive coupling
2	Lubricate motor bearings (non-hermetic), if applicable.		✓	hermetic compressors
3	Check bearings for vibrations or unusual noises.	✓	✓	could not check bearings unit is not running
4	Leak test unit with soap test or electronic device.	✓	✓	no leaks found
5	Check compressor oil level., if applicable.		✓	hermetic compressors
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.		✓	unable to run machine at this time
7	Check vibration eliminators. Replace as necessary.	✓	✓	vibration eliminators are good
8	Check safety controls for high pressure cut off.		✓	Chiller is not operating at this time
CONTROLS				
1	Confirm chiller is operating through building automation.		✓	Chiller is not operating through automation

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

### OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY030**MECHANIC  
SIGNATURE: DATE: **5/21/19**LOCATION/RM #: \_\_\_\_\_ WO# **8775** ASSET # **3225/3230**START TIME: **11:30am**FINISH TIME: **12:30pm**

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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	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 checked="" type="checkbox"/>	
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all debris have been removed
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	condensing coil is clean
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fin tubes are straight
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	electrical connections are tight
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	mounting base needs work
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no bent blades or excessive noise
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no leaks or lose connections
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	wires are tight no signs of burned insulation
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unable to access room
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit is in good condition
11	Clean up work area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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To be performed by: HVAC Technician

**Additional Notes:** asset# 3225 has an uneven base and needs to be leveled

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**BOILER - ELECTRIC, GAS, OIL**

SITE AND BLDG #: **NY030**MECHANIC  
SIGNATURE: DATE: **5/8/19**LOCATION/RM #:                      WO# **8775**                      ASSET # **6656**START TIME: **2pm**FINISH TIME: **2:30pm**

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	Verify that the annual inspections for the boiler have been satisfactorily performed.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Wear appropriate respirator, goggles, and gloves while in contact with hazardous materials.		✓	
4	All automatically and manually operated control devices provided for controlling operation and safety of the vessel, steam or water pressure, hot water temperature, combustion, and boiler water level shall be inspected under operating conditions.		✓	
5	All associated valves and piping, pressure and temperature indicating devices, metering and recording devices, and all boiler auxiliaries shall be inspected under operating conditions.		✓	
6	Prepare boiler for internal inspection in the following manner:		✓	
7	Fuel supply and ignition system shall be locked out.		✓	
8	Water shall be drawn off and water side thoroughly washed out.		✓	
9	Manhole and handhole plates, washout plugs, and inspection plugs in water column connections shall be removed.		✓	
10	The boiler shall be cooled and thoroughly cleaned.		✓	
11	All grates of internally fired boilers shall be removed.		✓	
12	Pressure gage(s) shall be removed and tested.		✓	
13	Any leakage of steam or hot water into the boiler shall be prevented by disconnecting the pipe or valve at the most convenient point.		✓	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Before opening the manhole and entering any part of the boiler, The required steam or water system stop valves must be closed, tagged, and padlocked. All drain valves or cocks located between the two valves shall be opened.		✓	
15	Inspector will not enter boiler until satisfied that necessary safety precautions and pre inspection preparations have been made.		✓	
16	If a boiler has not been properly prepared for an internal inspection, the inspector should decline to make the inspection.		✓	
17	If materials to be worked on are known or suspected to contain asbestos, check the building's asbestos management plan to see if they have been		✓	
18	Account for all tools, materials, and equipment before closing boiler.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check boiler room for ventilation in accordance with the American Gas Association (AGA) burner requirements.		✓	
2	Check operation of all gas controls and valves including: manual gas shutoff; petal gas regulator; safety shutoff valve (solenoid); automatic gas valve; petal solenoid valve; butterfly gas valve, motor, and linkage to air louver; safety petal solenoid (if used.)		✓	
3	Check flue connections for tight joints and minimum resistance to air flow. (combustion chamber, flues, breaching, and chimney are clear before firing.)		✓	
4	Draft regulators require slightly negative pressure in the combustion chamber at maximum input.		✓	
5	On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.		✓	
6	Check burner for flashback and tight shutoff of fuel.		✓	
7	Check operation of automatic controls and combustion flame safeguards. Clean and adjust, if necessary.		✓	
8	Replace fusible plugs, if applicable.		✓	
9	Operation and adjustments should conform with manufacturer's instructions.		✓	

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:** there is no boiler on the Navy side look for an asset number to match could not find one on any of the existing boilers on the Navy side there is only a heat exchanger all the hot water runs from the Army side boilers to the heat exchanger on the Navy side boilers

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

MECHANIC  
SIGNATURE: 

DATE: 5/8/19

SITE AND BLDG #: NY030

LOCATION/RM #: WO# 8775 ASSET # 6657-6660  
6662-6667

START TIME: 11:15 am

FINISH TIME: 1pm

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	asset# 6664 #5 the pump leaks
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are good
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are tight
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	alignment is good
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are good

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:** asset# 6664 # 5 the pump is leaking and the bearings are going bad the pump needs to be replaced I will submit a cm ticket