

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY067 Date of Visit: 3/14/22

Contractor Personnel on Site:

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

**Work Performed:**

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

1. WO#'S, 16319 , 16340-16344 , 16397 , 16420 , 16421 ,
2. 16499-16503 , 16579 , 16608 , 16422 ,
3. ASSET#'S, 10547-10550 , 10558 , 10612 , 10610 , 10615 ,
4. 190917-, 422-424 , 427 , 428 , 450 ,
5.

-----

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/14/22

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: AMMIE MEARERO Date: 3/14/22

Signed: 

E-Mail:

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

SITE AND BLDG #: NY067 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 3/14/22

LOCATION/RM #: BLDG1 WO# 16499- See bottom pg2  
16503 ASSET #

START TIME: 10:30am

FINISH TIME: 11:30am

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                               | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(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.         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                      |                                     |                          |                                                                         |
| 1                                          | Check fan blades and moving parts for cracks and excessive wear.                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no excessive wear found                                                 |
| 2                                          | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | L1 <u>120</u> . L2 <u>120</u> . L3 <u>120</u>                           |
| 3                                          | Tighten all electrical connectors/lugs to proper torque.                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | electrical connections are tight                                        |
| 4                                          | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no dampers                                                              |
| 5                                          | Check bearing collar set screws on fan shaft to make sure they are tight.                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | set screws are tight                                                    |
| 6                                          | Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | filters have been replaced                                              |
| 7                                          | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | dampers are good                                                        |
| 8                                          | Lubricate mechanical bearings and connections sparingly.                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | use Lucas heavy duty Grease                                             |
| 9                                          | Clean coils by brushing, blowing, vacuuming                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | coils are clean                                                         |
| 10                                         | Check coils for leaking, tightness of fittings.                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no leaks found fittings are tight                                       |
| 11                                         | Use fin comb to straighten coil fins.                                                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | finns are straight                                                      |
| 12                                         | Report any equipment rust or condensate pan rust -IF found open CM                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no rust found                                                           |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | all are good                                                            |
| 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.                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | adjusted belt tension                                                   |
| 15                                         | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | belt driven                                                             |

| CHECK POINT | CHECKPOINT DESCRIPTION                                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|             |                                                                                                                                                                             | YES           | NO |                                                                         |
| 16          | Check and test freezestat for proper operation                                                                                                                              | ✓             |    | freeze stat functions properly                                          |
| 17          | Vacuum interior of unit.                                                                                                                                                    | ✓             |    | interior of units are clean                                             |
| 18          | Check filter doors and access doors for proper gasketing and air leaks.<br>Correct as necessary.                                                                            | ✓             |    | no air leaks found                                                      |
| 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. | ✓             |    | used Lucas heavy duty Grease                                            |
| 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:**

ASSET#'s            10547 , 10548  
                              10549  
                              10550  
                              10558