

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-194 Date of Visit: 3-27-19

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Dominic Stango</u> | 3. _____ |
| 2. <u>Scott Kenders</u> | 4. _____ |

Work Performed:

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

1. WO# 7651, 8013
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

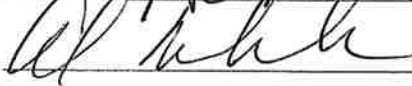
Print Name: Dominic Stango Date: 3-27-19

Signed: 

To be signed by Facility Manager:

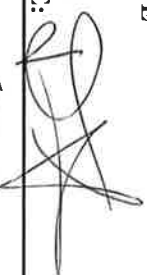
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: AC Plafie Date: 3/27/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: Pa051-194MECHANIC
SIGNATURE: DATE: 3-27-19LOCATION/RM #: boiler WO# 7651 ASSET # 4990START TIME: 5:20FINISH TIME: 3:30

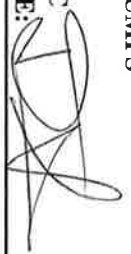
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	☒		
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	Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as necessary. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications.	☒		
2	Proper cooling is critical to the operation of a VFD. Fans are energized and tested for air flow. Heat sinks and air passages are inspected to detect blockage or broken/cracked components. Fans are replaced as necessary.	☒		
3	Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.	☒		

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 **CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: PO51-194MECHANIC
SIGNATURE: DATE: 5-22-19LOCATION/RM #: boiler WO# 7651 ASSET # 5005START TIME: 2:50FINISH TIME: 3

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
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.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	☒		
2	Inspect couplings and check for any pump seal leaks.	☒		
3	Check motor mounts and vibration pads	☒		
4	Tighten all pump flanges.	☒		
5	Visually check pump alignment and coupling	☒		
6	Inspect electrical connections	☒		

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 **CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: PA051194MECHANIC
SIGNATURE: DATE: 5-22-19LOCATION/RM #: Boiler WO# 7651 ASSET # 4998START TIME: 2:30FINISH TIME: 2:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
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.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	☒		
2	Inspect couplings and check for any pump seal leaks.	☒		
3	Check motor mounts and vibration pads	☒		
4	Tighten all pump flanges.	☒		
5	Visually check pump alignment and coupling	☒		
6	Inspect electrical connections	☒		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: 051-194 LOCATION/RM #: 10F W/O# 7651 ASSET# 4940
MECHANIC SIGNATURE: [Signature] START TIME: 2:00 FINISH TIME: 2:10
DATE: 3-27-19

ITEM	DESCRIPTION	YES	NO	REMARKS
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. 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.	☒		
3	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	☒		
4	Inspect couplings and check for any pump seal leaks.	☒		
5	Check motor mounts and vibration pads.	☒		
6	Tighten all pump flanges.	☒		
7	Visually check pump alignment and coupling.	☒		
8	Inspect electrical connections.	☒		

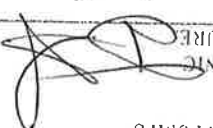
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, W/O #, photos, and a detailed description of the deficiency.
To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: **Pa051-194**

LOCATION/RM #: **104** WO# **7651** ASSET # **4938**

MECHANIC SIGNATURE:  START TIME: **1:45**
DATE: **3-27-19** FINISH TIME: **1:55**

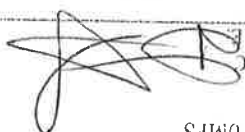
ITEM	DESCRIPTION	TESTS/COMPLETION	STATUS	REMARKS
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.			
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. 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.			
3	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.			
4	Inspect couplings and check for any pump seal leaks.			
5	Check motor mounts and vibration pads.			
6	Tighten all pump flanges.			
7	Visually check pump alignment and coupling.			
8	Inspect electrical connections.			

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

MECHANIC
SIGNATURE



DATE: 3-27-19
FINISH TIME: 1:45

START TIME: 1:35

LOCATION/ROOM: 7651 ASSET # 4937

SITE AND BLDG #: 051-194

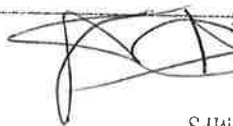
ITEM	DESCRIPTION	TESTS/COMPLETION	STATUS	REMARKS
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. 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.	✓		
3	Lubricate pump and motor bearings as per manufacturer's specifications.	✓		
4	Inspect couplings and check for any pump seal leaks.	✓		
5	Check motor mounts and vibration pads.	✓		
6	Tighten all pump flanges.	✓		
7	Visually check pump alignment and coupling.	✓		
8	Inspect electrical connections.	✓		

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

need to return to troubleshoot

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

MECHANIC
SIGNATURE



DATE:

3-27-19

FINISH TIME:

1:35

START TIME: 1:25

LOCATION/RM #: Boiler WOH 7651 ASSET # 4883

SITE AND BLDG #: Pa051-194

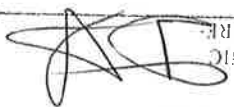
ITEMS	CHECKED	ITEMS (COMPLIANCE)		ITEMS (COMPLIANCE)	
		YES	NO	YES	NO
1					
In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.					
2					
Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. 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.					
3					
TO BE PERFORMED AT 1000 HOURS PER YEAR					
1					
Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.					
2					
Inspect couplings and check for any pump seal leaks.					
3					
Check motor mounts and vibration pads.					
4					
Tighten all pump flanges.					
5					
Visually check pump alignment and coupling.					
6					
Inspect electrical connections.					

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

MECHANIC
SIGNATURE



DATE: 3-27-19

FINISH TIME: 1:25

START TIME: 1:15

LOCATION/BLDG #: 4845

WOW# 7651 ASSET# 4845

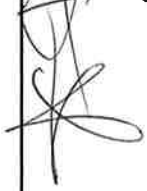
ITEMS TO BE INSPECTED	YES	NO	REMARKS
1. In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	☒		
2. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. 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.	☒		
3. Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	☒		
4. Inspect couplings and check for any pump seal leaks.	☒		
5. Check motor mounts and vibration pads.	☒		
6. Tighten all pump flanges.	☒		
7. Visually check pump alignment and coupling.	☒		
8. Inspect electrical connections.	☒		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: Pa051-194MECHANIC
SIGNATURE: DATE: 3-27-19LOCATION/RM #: Boiler WO# 7661 ASSET # 6010START TIME: 1:30FINISH TIME: 1:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
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.	☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	☒		
2	Inspect couplings and check for any pump seal leaks.	☒		
3	Check motor mounts and vibration pads	☒		
4	Tighten all pump flanges.	☒		
5	Visually check pump alignment and coupling	☒		
6	Inspect electrical connections	☒		

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: