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

FACID/Building: _White Plains MD066_ Date of Visit: _11/26/19_

Contractor Personnel on Site:

1. _Patrick Donovan_   2. _____

Work Performed:

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

1. _11188, 11195, 11196, 11199, 11213/Filters on All, lights, Gutters, PM's, Water Heaters, Refrigerators, Heat pumps_

Service Calls – Service Call Number and Description

   1. CSS#_____

   2. CSS#_____

   3. CSS#_____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: _Patrick Donovan_ Date: _11/26/19_

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: _SFC WILLIAMS .D_   Date: _26 Nov 19_

Signed: _____

E-Mail: _david.cawilliams2.mil@mail.mil_

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: White Plains MD066

LOCATION/RM #: Mechanical Room   **WO#** 1123   **ASSET #** 176

MECHANIC SIGNATURE: _(signature)_   **DATE:** 11/14/19

START TIME: 9:30   **FINISH TIME:** 10:30

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS (IF TASK COMPLETE IS OTHER THAN YES, OR IF OTHER PM IS REQUIRED, PROVIDE EXPLANATION)
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.		✓		
	TO BE PERFORMED AS EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.		✓		none (all good)
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.		✓		L1 7.5 L2 7.4 L3 7.3
3	Tighten all electrical connectors/lugs to proper torque.		✓		done
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.			N/A	
5	Check bearing collar set screws on fan shaft to make sure they are tight.		✓		done
6	Check filters for dirt accumulations; replace as necessary. Check belt, repair or replace as necessary.		✓		filters Replaced
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.		✓		done
8	Lubricate mechanical bearings and connections sparingly.		✓		done
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.		✓		coils cleaned
10	Check coils for leaking, tightness of fittings.		✓		no leaks detected
11	Use fin comb to straighten coil fins.		✓		done
12	If applicable, clean strainer (annually).			N/A	
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.		✓		done

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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.	✓		done/good
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		done
16	Check and test freezestat for proper operation	✓		done
17	Vacuum interior of unit.	✓		done
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		all 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 performed by: HVAC Technician
Additional Notes:

00-046CMi Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: White Plains MP Ofc

LOCATION/RM #: Mechanical Room   WO# 16213   ASSET # 237

MECHANIC SIGNATURE: _____   DATE: 4/15/19

START TIME: 11:35   FINISH TIME: 11:55

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SHUTTING DOWN UNIT			
1	Schedule shutdown with operating personnel.	✓		
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.	✓		
	OPERATIONAL CHECKPOINTS (RUNNING)			
1	Check thermostat settings to ensure the cooling and heating systems operating correctly.	✓		done
2	Tighten all electrical connections and measure voltage and current on motors.	✓		full good
3	Check filters and clean or replace as necessary.	✓		filters C changed
4	Lubricate all moving parts.	✓		done
5	Check and inspect the condensate drain in your central air conditioner.	✓		done
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		done (all good)
7	Clean evaporator and condenser air conditioning coils.	✓		Cleaned
8	Clean and adjust blower components to provide proper system airflow.	✓		done
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		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 performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: _White Plains MPAC_

LOCATION/RM #: _Bldg #1_ WO# _11213_ ASSET # _246_

MECHANIC SIGNATURE: _____

START TIME: _10:45_   FINISH TIME: _11:30_   DATE: _11/15/19_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	Schedule shutdown with operating personnel.			
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.	✓		
1	Check thermostat settings to ensure the cooling and heating systems operating correctly.	✓		done
2	Tighten all electrical connections and measure voltage and current on motors.	✓		done
3	Check filters and clean or replace as necessary.	✓		Cleaned & will be Replaced
4	Lubricate all moving parts.	✓		done
5	Check and inspect the condensate drain in your central air conditioner.	✓		done
	furnace and/or heat pump (when in cooling mode).			done
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		done/ and
7	Clean evaporator and condenser air conditioning coils.	✓		done/
8	Clean and adjust blower components to provide proper system airflow.	✓		done
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		done/ 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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: _White Plains MD066_   MECHANIC SIGNATURE: _[signature]_   DATE: _11/13/19_

LOCATION/RM #: _Arms Reel + Storage Bldg_   WO# _11913_   ASSET # _205-304_   START TIME: _10:10_   FINISH TIME: _10:35_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
1	Check water inlet and outlet for any leaks, repair as needed.	✓		
2	Clean and/or replace filter as needed. - Record space humidity	✓		
3	If applicable, check hours per usage. replace tanks's as needed.	✓		205 226 304 Space Humidity 38 %

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
FURNACE

ACTIVITY AND BLDG #: _White Plains MD066_

LOCATION/RM #: _Bld # 2_ WO# _Mechanical Room 11213_ ASSET # _321_

MECHANIC SIGNATURE: _____ DATE: _11/15/19_

START TIME: _8:15_ FINISH TIME: _8:45_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
1	Replace air filter if applicable	✓		done
2	Check the fire box liner or refractory for cracks and leaks.	✓		good
3	Check smoke stack for obstructions, leaks, etc.	✓		all good
4	Clean all fans and motors.	✓		done
5	Clean all fins and motors.	✓		done
6	Check operation of controls and safeties.	✓		all good
7	Lubricate as required.	✓		done/great
8	Check and clean plenum (clean cooling coils and check for leaks, if	✓		all good
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		all good
10	Report any rust issues and open a CM ticket	✓		all good
11	Remove lock outs and tags. Restore fuel and power supply.	✓		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 performed by: HVAC Technician

Additional Notes:

00-047CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: _____

LOCATION/RM #: White Plains Mechanical Room Bldg 2   WO# 1213   ASSET # 7956

MECHANIC SIGNATURE: _(signature)_   START TIME: 6:00   FINISH TIME: 7:00   DATE: 11/14/19

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓		
1	Check fan blades and moving parts for cracks and excessive wear.	✓		done
2	Check running motor amperatures on all three phases (record in note column) notate 1.1, 1.2, and 1.3 amp draws.-Inspect contactors	✓		1.1 8.5 1.2 9.1 1.3 9.0
3	Tighten all electrical connectors/lugs to proper torque.	✓		done/all good
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.		N/a	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		done
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.		N/a	No Access
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		done
8	Lubricate mechanical bearings and connections sparingly.	✓		done
9	Clean coils by brushing, blowing, vacuuming	✓		cleaned
10	Check coils for leaking, tightness of fittings.	✓		done
11	Use fin comb to straighten coil fins.	✓		done
12	Report any equipment rust or condensate pan rust -IF found open CM	✓		noted
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.		N/A	No Access
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.		N/a	No Access
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.		N/A	No Access

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CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.		✓	N/A No Access
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.		✓	N/A No Access
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.		✓	N/A No Access
20	Clean up work area.	✓		As much as I could

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: White Parkes MPObb

LOCATION/RM #: Mechanical Room **WO#** 11213 **ASSET #** 186

MECHANIC SIGNATURE: _(signature)_ **DATE:** 11/4/19

START TIME: 11:25 **FINISH TIME:** 11:55

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	PRE-START UP			
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
	OPERATIONAL MAINTENANCE INSPECTIONS			
1	Check all moving components for proper lubrication. Apply lubrication where required.	✓		above all good
2	Check dampers to ensure they open and close properly.	✓		above all good
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	✓		above all good
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓		above
5	Check, clean, and/or replace both internal and external filters as necessary.	✓		above

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:

OO-046CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: MD066 White Plains MD066

LOCATION/RM #: Vagers Asset Rooms WO# PMS WO#
8/066-100 ASSET # 11213

MECHANIC SIGNATURE: _____

START TIME: 9:00   FINISH TIME: 2:30   DATE: 11/12/19

CHECK POINT	CHECKPOINT DESCRIPTION	ALARMS YES	ALARMS NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
EMS	RECORD SET POINT AND ACTUAL TEMPATURE FOR HEAT PUMP			LOG ONTO EMS AND WRITE DOWN HEAT PUMP SET POINT AND ACTUAL TEMPATURE
#1 HP	SET POINT 76 ACTUAL 76.9			
#2 HP	SET POINT 76 ACTUAL 73.9 High Pressure Dx° A			
#3 HP	SET POINT 76 ACTUAL 73.8 High Pressure Dx° A			
#4 HP	SET POINT 76 ACTUAL 71.9			
#5 HP	SET POINT 76 ACTUAL 72.5			
#6 HP	SET POINT 76 ACTUAL 72.5			
#7 HP	SET POINT 76 ACTUAL 72.7			
#8 HP	SET POINT 76 ACTUAL 72.8 High Pressure			
#9 HP	SET POINT 76 ACTUAL 72.8			
#10 HP	SET POINT 76 ACTUAL 73.5 76.1 High Pressure A			
#11 HP	SET POINT 76 ACTUAL 73.3			
#12 HP	SET POINT 76 ACTUAL 72.9			
#13 HP	SET POINT 76 ACTUAL 75.6 High Pressure			
#14 HP	SET POINT 68 ACTUAL 69.5 A			
#15 HP	SET POINT 68 ACTUAL 68.8 High Pressure			
#16 HP	SET POINT 68 ACTUAL 69.3			
#17 HP	SET POINT ___ ACTUAL ___			
#18 HP	SET POINT 68 ACTUAL 69.1			
#19 HP	SET POINT 68 ACTUAL 68.3			
#20 HP	SET POINT 68 ACTUAL 73.8			
#21 HP	SET POINT 76 ACTUAL 76.9			
#22 HP	SET POINT 76 ACTUAL 74.3			
#23 HP	SET POINT 76 ACTUAL 73			
#24 HP	SET POINT 76 ACTUAL 68.4			
#25 HP	SET POINT 76 ACTUAL 72.2			
#26 HP	SET POINT 68 ACTUAL 66.5			

CHECK POINT	CHECKPOINT DESCRIPTION	YES	NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
#27 HP	SET POINT 68 ACTUAL 66.5		#47 HP	SET POINT 76 ACTUAL 71.4
#28 HP	SET POINT 66 ACTUAL 69.1		#48 HP	SET POINT 70 ACTUAL 68.9
#29 HP	SET POINT 67 ACTUAL 71.7		#49 HP	SET POINT 68 ACTUAL 71.2
#30 HP	SET POINT 76 ACTUAL 71.5		#50 HP	SET POINT 68 ACTUAL 72.7
#31 HP	SET POINT 76 ACTUAL 71.2		#51 HP	SET POINT 76 ACTUAL 71.3
#32 HP	SET POINT 73 ACTUAL 70.4		#52 HP	SET POINT 68 ACTUAL 68.8
#33 HP	SET POINT 73 ACTUAL 71.9		#53 HP	SET POINT 68 ACTUAL 69.
#34 HP	SET POINT 76 ACTUAL 70.6		#54 HP	SET POINT 69 ACTUAL 69.8
#35 HP	SET POINT 76 ACTUAL 74		#55 HP	SET POINT 68 ACTUAL 69.6
#36 HP	SET POINT 68 ACTUAL 71.5		#56 HP	SET POINT Nal ACTUAL Nal
#37 HP	SET POINT 71 ACTUAL 73.2		#57 HP	SET POINT 68 ACTUAL 69.9
#38 HP	SET POINT 74 ACTUAL 72.3		#58 HP	SET POINT 68 ACTUAL 69.1
#39 HP	SET POINT 68 ACTUAL 70.2		#59 HP	SET POINT 76 ACTUAL 70.2
#40 HP	SET POINT 76 ACTUAL 73.		#60 HP	SET POINT 76 ACTUAL 70.4
#41 HP	SET POINT 76 ACTUAL 73.6		#61 HP	SET POINT 68 ACTUAL 68.7
#42 HP	SET POINT 76 ACTUAL 72.8		#62 HP	SET POINT 68 ACTUAL 70.2
#43 HP	SET POINT 76 ACTUAL 71.6		#63 HP	SET POINT 76 ACTUAL 72.2
#44 HP	SET POINT 76 ACTUAL 70.2		#64 HP	SET POINT 76 ACTUAL 71.7
#45 HP	SET POINT 68 ACTUAL 72		#65 HP	SET POINT 76 ACTUAL 72.0
#46 HP	SET POINT 76 ACTUAL 75.6		#66 HP	SET POINT 76 ACTUAL 69.1

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: