

### CERTIFICATION OF WORK

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

FACID/Building: White Plains Date of Visit: 12/20/19

Contractor Personnel on Site:

1. Patrick Donovan 2. \_\_\_\_\_

#### Work Performed:

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

1. 11381, 11383, 11390, 11391, 11394, 11399 F/E, lights, Vent Heaters  
vehicle Exhaust, lightning Rods, Cooling Towers

**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: 12/20/19

Signed: [Signature]

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: Martinez-Dier Gelsner CPT Date: 20191220

Signed: [Signature]

E-Mail: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: White Plains MDPdc

MECHANIC SIGNATURE: [Signature] DATE: 12/20/19

LOCATION/RM #: Ext 100 - 11354 ASSET # MDPdc 195

START TIME: 8:45 FINISH TIME: 1:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	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 checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Recover, recycle, or reclaim the refrigerant as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	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"/>	
9	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check mounting for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check for corrosion. Clean and treat with inhibitor as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check fan or blower for bent or damaged blades and imbalance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>COMPRESSOR</b>				
1	Inspect evaporator for any obvious deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Lubricate drive coupling, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Lubricate motor bearings (non-hermetic), if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check bearings for vibrations or unusual noises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Leak test unit with soap test or electronic device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check compressor oil level, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check vibration eliminators. Replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Document AMP draw on compressors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1
8	Check safety controls for high pressure cut off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.2      1.3
<b>CONTROLS</b>				
1	Record chilled water supply and return temps and Humidity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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** **VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: White Plains MDRiteMECHANIC SIGNATURE: DATE: 12/20/19LOCATION/RM #: on Colus 11309 WO# 11309 ASSET # 197START TIME: 8:45FINISH TIME: 1:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS  (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIFIC INSPECTIONS				
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
3	Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.	<input checked="" type="checkbox"/>		

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 VEHICLE EXHAUST REMOVAL

SITE AND BLDG #:

White Plains MD 2066

MECHANIC  
SIGNATURE:


DATE:

12/18/19

LOCATION/RM #:

Bldg #2

WO# 11394

ASSET # MD66-302

START TIME:

11:30

FINISH TIME:

12:40

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.	✓			
1	Start and stop fan with local switch	✓			done / good
2	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓			all good / done
3	Inspect, adjust belts and pulleys. Replace belt as needed.	✓			all good / done / no belts
4	Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	✓			all good
5	Inspect fan for bent blades, imbalance, excessive noise and vibration.	✓			all good
6	Clean fan as needed.	✓			done
7	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	✓			all good
8	Repair as needed	✓			all 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 description of the deficiency.

To be performed by: General Maintenance Worker  
Additional Notes:

Asset #

299 ✓

300 ✓

301 ✓

302 ✓