

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 Donavan 2. _____

Work Performed:

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

1. 11381, 11383, 11390, 11391, 11394, 11399, E/Ex, lights, vent heaters,
Vehicle Exhaust, lightning Rods, Cadug Tower

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 Donavan Date: 12/20/19
Signed: Patrick Donavan

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: Martinus Dierckx CPT Date: 20191220
Signed: Martinus Dierckx

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: White Plains M.D. Inc.
 LOCATION/RM #: Exterior - Room # 11364 ASSET # MPC66195

MECHANIC SIGNATURE: John L. R. DATE: 12/20/19

START TIME: 9:45 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"/>	
		<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.	✓		
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.	✓		
1	Inspect evaporator for any obvious deficiencies.	✓		
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
1	Lubricate drive coupling, if applicable.	✓		
2	Lubricate motor bearings (non-hemispherical), if applicable.	✓		
3	Check bearings for vibrations or unusual noises.	✓		
4	Leak test unit with soap test or electronic device.	✓		
5	Check compressor oil level, if applicable.	✓		
6	Run machine; check action of controls, relays, switches, etc. to see that: <ol style="list-style-type: none"> Compressor(s) run at proper settings. Suction and discharge pressures are proper. 	✓		
7	Check vibration eliminators. Replace as necessary.	✓		
8	Document A/M P draw on compressors	✓		1.1 1.2 1.3
	Check safety controls for high pressure cut off.	✓		
		✓		
1	Record chilled water supply and return temps and Humidity.	✓		

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 Mkt

LOCATION/RM #: 100 **WO#** 11399 **ASSET #** 197

MECHANIC 3

SIGNATURE: John B. S.

DATE: 12/20/19

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	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"/>	<input type="checkbox"/>	
3	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"/>	<input type="checkbox"/>	
3	Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VEHICLE EXHAUST REMOVAL

MECHANIC
 SIGNATURE: 

DATE: 12/13/19

SITE AND BLDG #: White Plains MD 206
 LOCATION/RM #: Blgs #2 Dpts WO# 11394 ASSET # MD66-302

START TIME: 11:30 FINISH TIME: 12:40

Task	Completed	Notes
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.	<input checked="" 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"/>	
3 Start and stop fan with local switch	<input checked="" type="checkbox"/>	<i>done, good</i>
4 Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	<input checked="" type="checkbox"/>	<i>all gear boxes, no belts</i>
5 Inspect, adjust belts and pulleys. Replace belt as needed.	<input checked="" type="checkbox"/>	<i>all gear boxes, no belts</i>
6 Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	<input checked="" type="checkbox"/>	<i>all gear boxes, no belts</i>
7 Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	<input checked="" type="checkbox"/>	<i>done</i>
8 Repair as needed	<input checked="" type="checkbox"/>	<i>all gear boxes, no belts</i>

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.

Additional Notes:

*Asset# 2991 ✓
 300 ✓
 301 ✓
 302 ✓*