

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 Filter, 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-Dieridge CPT Date: 20191220

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **UNIT HEATER, ELECTRIC**

SITE AND BLDG #: White Plains 41066
LOCATION/RM #: OW-1 OW-2 **WO#** 11399 **ASSET #** 297-297

MECHANIC SIGNATURE: [Signature] **DATE:** 12/1/17
START TIME: 8:30 **FINISH TIME:** 8:55

CHECK		OIL COILS/REPLACEMENT		TANK CLEANING		NOTES/ACTIONS	
ITEM	DESCRIPTION	YES	NO	YES	NO	REPAIRS/REPLACEMENTS	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.	<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"/>					
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>				<u>Done</u>	
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>				<u>Done</u>	
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>				<u>Done</u>	
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>				<u>Done</u>	
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>				<u>Done</u>	
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>				<u>Done</u>	
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>				<u>Done</u>	
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>				<u>Done</u>	

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 UNIT HEATER, ELECTRIC

SITE AND BLDG #: White Plains MD 066

MECHANIC SIGNATURE: [Signature]

DATE: 12/2/11

LOCATION/RM #: 045-1 045-2 WO# 11381 ASSET # MD66-305+306

START TIME: 11:55

FINISH TIME: 2:15

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.	<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"/>			
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>			<u>Done</u>
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>			<u>Done</u>
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>			<u>Done</u>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>			<u>Done</u>
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>			<u>Done</u>
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>			<u>Done</u>
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>			<u>Done</u>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>			<u>Done</u>

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:

Asset # 305
" " 306

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: White Plains MD MECHANIC SIGNATURE: [Signature] DATE: 12/12/19
 LOCATION/RM #: Sec 2 11399 WO# 11399 ASSET # Sec 2 11399 START TIME: 5:30 FINISH TIME: 11:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	<input checked="" type="checkbox"/>		
2	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		all good
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		all good
4	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		all good
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		all good
6	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		all good
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	<input checked="" type="checkbox"/>		all good
8	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		all good
9	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		all good
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		all good
11	Vacuum interior of unit. Wipe down exterior of unit	<input checked="" type="checkbox"/>		all good
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	<input checked="" type="checkbox"/>		all good
13	Inspect that drain(s) are clear and running. Install condensate tablet	<input checked="" type="checkbox"/>		all good
14	Clean up work area - Record Humidity level in building	<input checked="" type="checkbox"/>		all good
15	Sign and date yellow maintenance tag.	<input checked="" type="checkbox"/>		all good

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To be performed by: General Maintenance Worker

Additional Notes:

Asset # 723-Cenide: C102 ✓
724-Vestibule 100 ✓
725-Cenide: C103 ✓

Asset # 726-STEIN A ✓
727-STEIN B ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **UNIT HEATER, INFRARED, RADIANT, GAS**

SITE AND BLDG #: White Plains MD066MECHANIC SIGNATURE: [Signature]DATE: 12/2/11LOCATION/RM #: Storage Area WO# 11394 ASSET # MD06-220START TIME: 11:30FINISH TIME: 11:50

Task		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.	<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"/>			
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>		<u>Done</u>	
2	Clean dirt from heater. Vacuuming is preferred.	<input checked="" type="checkbox"/>		<u>Done</u>	
3	Check operation of gas valve.	<input checked="" type="checkbox"/>		<u>Done</u>	
4	Check for gas leaks.	<input checked="" type="checkbox"/>		<u>No leaks Detected</u>	
5	Check operation of thermostat.	<input checked="" type="checkbox"/>		<u>OK</u>	
6	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>		<u>OK</u>	
7	As needed, clean spark electrode and reset gap; replace if necessary.	<input checked="" type="checkbox"/>		<u>OK</u>	
8	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>		<u>OK</u>	
9	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>		<u>OK</u>	
10	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		<u>OK</u>	
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>		<u>OK</u>	

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 UNIT HEATER, ELECTRIC

SITE AND BLDG #: 141 West Plains MDMECHANIC SIGNATURE: [Signature]DATE: 12/24/19LOCATION/RM #: 141 Room WO# 11389 ASSET # 191START TIME: 8:00 FINISH TIME: 8:30

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"/>		
2	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>		
3	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>		
4	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	<input checked="" type="checkbox"/>		
5	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>		
6	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>		
7	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>		
8	Inspect unit for proper operation, and associated T-Stat	<input checked="" type="checkbox"/>		
9	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<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: