

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 Heater,
Vehicle Exhaust, Lighting Racks, Cactus 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 Donovan Date: 12/20/19

Signed: Patrick Donovan

To be signed by Facility Manager:

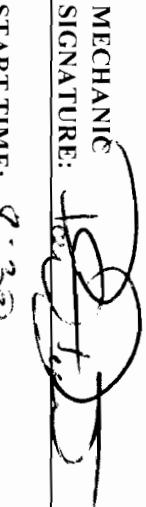
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Martin Dior Selsor CPT Date: 20191220

Signed: Martin Dior Selsor

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

MECHANIC
 SIGNATURE: 
 DATE: 12/14/17

SITE AND BLDG #: White Pages 4D660
LOCATION/RM #: 0M1-1
WO# 11329 **ASSET #** 247-297

START TIME: 8:30 **FINISH TIME:** 8:55

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 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"/>	Done
2 Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>	Done
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"/>	Done
4 Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>	Done
5 Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	<input checked="" type="checkbox"/>	Done
6 Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>	Done
7 Inspect unit for proper operation.	<input checked="" type="checkbox"/>	Done
8 Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

MECHANIC
SIGNATURE: 

DATE: 12.21.19

SITE AND BLDG #: White Plains, MD 206 **LOCATION/RM #:** OMS-1 **WO#** 11341 **ASSET #** 1496-305+306 **START TIME:** 11:55 **FINISH TIME:** 12:15

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.	/		
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 heater coils and associated piping for leaks or corrosion.	/		Done
2	Clean heating coil. Brush vacuum where accessible.	/		Done
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.	/		Done
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	/		Done
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	/		Done
6	Verify proper control by modulating the thermostat through complete cycle.	/		Done
7	Inspect unit for proper operation.	/		Done
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

Asset # 305
W# 306

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: White Plains MT206LOCATION/RM #: 206 WO# 11349 ASSET # 206MECHANIC SIGNATURE: [Signature]DATE: 12/12/19START TIME: 10:30FINISH 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"/>		<u>all good</u>
3	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		<u>all good</u>
4	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		<u>done</u>
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		<u>done</u>
6	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		<u>done</u>
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	<input checked="" type="checkbox"/>		<u>no leaks detected</u>
8	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		<u>done</u>
9	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		<u>done</u>
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	<input checked="" type="checkbox"/>		<u>done</u>
11	Vacuum interior of unit. Wipe down exterior of unit	<input checked="" type="checkbox"/>		<u>done</u>
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	<input checked="" type="checkbox"/>		<u>done - type filter</u>
13	Ensure that drain(s) are clear and running. -Install condensate tablet	<input checked="" type="checkbox"/>		<u>all good</u>
14	Clean up work area. - Record Humidity level in building	<input checked="" type="checkbox"/>		<u>Humidity 28.6 %</u>
15	Sign and date yellow maintenance tag.	<input checked="" type="checkbox"/>		<u>done</u>

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To be performed by: General Maintenance Worker

Additional Notes:

Asset # 223-Circle: C102
 224-Vestrate 100
 225 Circular C103

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: White Plains MD066**MECHANIC****SIGNATURE:** **DATE:** 12/12/14**LOCATION/RM #:** Storage Area WO# 11394 **ASSET #:** MD06-220**START TIME:** 11:30**FINISH TIME:** 11:50

Task	Completed	Deficiency
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.	<input checked="" type="checkbox"/>	
2. Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	
3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>	
2 Clean dirt from heater. Vacuuming is preferred.	<input checked="" type="checkbox"/>	
3 Check operation of gas valve.	<input checked="" type="checkbox"/>	
4 Check for gas leaks.	<input checked="" type="checkbox"/>	None
5 Check operation of thermostat.	<input checked="" type="checkbox"/>	None
6 If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>	Leak detected
7 As needed, clean spark electrode and reset gap. Replace if necessary.	<input checked="" type="checkbox"/>	OK
8 Inspect flue pipe and connections.	<input checked="" type="checkbox"/>	OK
9 If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>	OK
10 Inspect unit for proper operation.	<input checked="" type="checkbox"/>	Very
11 Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	None

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 #: *Whetstone Mtn*

MECHANIC SIGNATURE:

DATE: *12/20/11*

LOCATION/RM #: *4th floor WO# 11381 ASSET # 151*

START 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.	<i>✓</i>		
2	Clean heating coil. Brush vacuum where accessible.	<i>✓</i>		
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.	<i>✓</i>		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<i>✓</i>		
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	<i>✓</i>		
6	Verify proper control by modulating the thermostat through complete cycle.	<i>✓</i>		
7	Inspect unit for proper operation and associated T-Stat	<i>✓</i>		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<i>✓</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.

To be performed by: HVAC Technician

Additional Notes: