

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

FACID/Building: White Plains MD-066 Date of Visit: 5/19/20

Contractor Personnel on Site:

1. Brian Davis 2. Patrick Donovan  
Casey Davis  
Work Performed: Summer/Winter Changeover

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

1. #12125 #12150  
Asset# 176 Asset# 286

**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: 5/19/20

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: K.P. August Date: 19 May 2020  
Signed: 

E-Mail: KENNETH.P.AUGUST.CIV@USAILING.ORG

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: White Plains MD-066  
LOCATION/RM #: Mechanical Room WO# 12150 ASSET # 266

MECHANIC  
SIGNATURE: Tom Haas

DATE: 5/19/20

START TIME: 8:00

FINISH TIME: 2:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	✓		
2	Check fan blades and moving parts for cracks and excessive wear.	✓		
3	Check running motor amperatures on all three phases (record in note column) note L1, L2, and L3 amp draws.-Inspect contactors	✓		L1 <u>8.3</u> L2 <u>9</u> L3 <u>10</u>
4	Tighten all electrical connectors/lugs to proper torque.	✓		<u>Done</u>
5	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		
6	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		<u>Done</u>
7	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓		<u>Done</u>
8	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	✓		
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		
10	Lubricate mechanical bearings and connections sparingly.	✓		
11	Clean coils by brushing, blowing, vacuuming	✓		
12	Check coils for leaking, tightness of fittings.	✓		
13	Use fin comb to straighten coil fins.	✓		
14	Report any equipment rust or condensate pan rust -IF found open CM	✓		<u>Coating on air basin newly coated.</u>
15	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.	✓		
16	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		<u>Replaced 377 + 675 belts on HRU-1</u>
17	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		

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

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:**