

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 3/23/22

Contractor Personnel on Site:

1. Patrick Brown 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Work Performed:**

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

1. WO#'S , 16321 , 16592 , 16610 , 16322 , 16580 , 16593 ,
2. 16611 ,
3. ASSET#'S , 190917- , 605-614 , 634 , 635 , 643 , 617 , 628 ,
4. 629 , 655 , 691 , 695 , 698 , 705 , 706 , 724 , 697 , 692 , 693 ,
5. 694 ,

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/23/22

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: LARS LUFFMAN Date: 3/23/22

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: **NY127 BLDG1**MECHANIC  
SIGNATURE: DATE: **3/23/22**LOCATION/RM #: **roof** WO# **16610** ASSET # **190917-617**START TIME: **11:30am**FINISH TIME: **12pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	thermostat functions properly
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electrical connections are tight
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	filters were replaced
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used white lithium grease
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	drain is clear
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	system functions properly
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	coils are clean
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	components are clean
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	gas pressure is correct

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:**