

**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. <u>Patrick Brown</u> | 3. <u></u> |
| 2. <u></u>              | 4. <u></u> |

**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 BLDG1MECHANIC  
SIGNATURE: DATE: 3/23/22LOCATION/RM #: roof WO# 16610 ASSET # 190917-617START TIME: 11:30amFINISH TIME: 12pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.	✓	✓	
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.	✓	✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systemis operating correctly.	✓	✓	thermostat functions properly
2	Tighten all electrical connections and measure voltage and current on motors.	✓	✓	electrical connections are tight
3	Check filters and clean or replace as necessary.	✓	✓	filters were replaced
4	Lubricate all moving parts.	✓	✓	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).	✓	✓	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.	✓	✓	system functions properly
7	Clean evaporator and condenser air conditioning coils.	✓	✓	coils are clean
8	Clean and adjust blower components to provide proper system airflow.	✓	✓	components are clean
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓	✓	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:**