

**CERTIFICATION OF WORK
SERVICE CALL**

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

FACID/Building: NY067 BLDG1 Date of Visit: 5/22/20

Contractor Personnel on Site:

- | | |
|-------------------------|----------|
| 1. <u>Patrick Brown</u> | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Service Call Number

CSS# 8218 WO# 10551

Description of Repairs

I preformed a HVAC changeover/P.M. to ensure the
system is functioning properly for the summer season
and that there are no mechanical issues

CERTIFICATION OF WORK

To be signed by the Contractor:

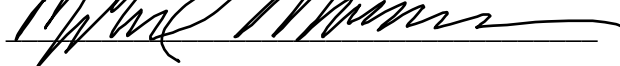
Print Name: Patrick Brown Date: 5/22/20

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: Mike Mosseman Date: 5/22/20


Signed: 

E-Mail: _____



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: NY067 BLDG1
 LOCATION/RM #: side of bldg WO# 8218 ASSET # 10551

MECHANIC SIGNATURE:  DATE: 5/22/20
 START TIME: 7am FINISH TIME: 1pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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"/>	<input type="checkbox"/>	
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms to be maintained by technician in universal waste binder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Recover, recycle, or reclaim the refrigerant as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Refrigerant oils to be treated as hazardous waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Remove access covers prior to accomplishing check points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unit is clean of debris
2	Pressure wash coil with proper cleaning solution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used a garden hose
3	Straighten fin tubes with fin comb.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pins are straight
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all connections are tight
5	Check mounting for tightness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mounting is tight
6	Check for corrosion. Clean and treat with inhibitor as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no corrosion
7	Check fan or blower for bent or damaged blades and imbalance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no bent or damaged blades

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.		✓	sealed motors
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.		✓	no belts or pulleys
EVAPORATOR				
1	Inspect evaporator for any obvious deficiencies.	✓		no obvious deficiencies
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		no leaks
COMPRESSOR(S)				
1	Lubricate drive coupling, if applicable.		✓	direct drive
2	Lubricate motor bearings (non-hermetic), if applicable.		✓	hermetic compressors
3	Check bearings for vibrations or unusual noises.	✓		no unusual noises
4	Leak test unit with soap test or electronic device.	✓		used electronic device no leaks
5	Check compressor oil level., if applicable.	✓		oil levels are half sight glass
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	✓		all are correct
7	Check vibration eliminators. Replace as necessary.	✓		vibration springs in new condition
8	Document AMP draw on compressors	✓		L1 120 L2 120 L3 120
9	Check safety controls for high pressure cut off.	✓		high pressure cut of functions properly
CONTROLS				
1	Record chilled water supply and return temps and Humidity .	✓		supply 54° return 76.4°

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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

