

**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

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**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	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
2	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	✓		
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.	✓		
4	Recover, recycle, or reclaim the refrigerant as appropriate.	✓		
5	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	✓		
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
7	Refrigerant oils to be treated as hazardous waste.	✓		
8	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓		
9	Remove access covers prior to accomplishing check points.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
1	Remove debris from air screen and clean underneath unit.	✓		unit is clean of debris
2	Pressure wash coil with proper cleaning solution.	✓		used a garden hose
3	Straighten fin tubes with fin comb.	✓		fins are straight
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	✓		all connections are tight
5	Check mounting for tightness.	✓		mounting is tight
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		no corrosion
7	Check fan or blower for bent or damaged blades and imbalance.	✓		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no belts or pulleys
<b>EVAPORATOR</b>				
1	Inspect evaporator for any obvious deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no obvious deficiencies
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks
<b>COMPRESSOR(S)</b>				
1	Lubricate drive coupling, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	direct drive
2	Lubricate motor bearings (non-hermetic), if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	hermetic compressors
3	Check bearings for vibrations or unusual noises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no unusual noises
4	Leak test unit with soap test or electronic device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used electronic device no leaks
5	Check compressor oil level., if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are correct
7	Check vibration eliminators. Replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	vibration springs in new condition
8	Document AMP draw on compressors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L1 120. L2 120. L3 120
9	Check safety controls for high pressure cut off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	high pressure cut of functions properly
<b>CONTROLS</b>				
1	Record chilled water supply and return temps and Humidity .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

