

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY067 Date of Visit: 4/28/22

Contractor Personnel on Site:

- |                         |          |
|-------------------------|----------|
| 1. <u>PATRICK BROWN</u> | 3. _____ |
| 2. _____                | 4. _____ |

**Work Performed:**

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

- |                                                                    |
|--------------------------------------------------------------------|
| 1. <u>WO#'S , 16700-16705 , 16784 , 16810 , 16811 , 16820 ,</u>    |
| 2. <u>16834 , 16771 , 16812 , 16835 , 16836</u>                    |
| 3. <u>ASSET#'S , 10561-10563 , 10612 , 10626 , 10627 , 10629 ,</u> |
| 4. <u>190917-, 435-437 , 453 , 450 , 421 , 456 , 454 , 461</u>     |
| 5. _____                                                           |

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 4/28/22

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: AMMIE MEARERO Date: 4/28/22

Signed: 

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### THERMOSTATS

SITE AND BLDG #: NY067 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 4/28/22

LOCATION/RM #: BLDG1 WO# 16700- ASSET # 10561-  
16702 10563

START TIME: 7:30am

FINISH TIME: 8am

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                                                                                | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(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.                                                           | <input checked="" type="checkbox"/> |    |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                                                       |                                     |    |                                                                         |
| 1                                                 | If EMS (Energy Management System) If it is EMS controlled<br>1-We log into computer with user name and password for EMS or DDC obtained from site personnel.<br><br>2-Vailidate set point and actual temp at computer | <input checked="" type="checkbox"/> |    | set points are correct                                                  |
| 2                                                 | Review all zone set points at the server IF Applicable                                                                                                                                                                | <input checked="" type="checkbox"/> |    |                                                                         |
| 3                                                 | Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.                               | <input checked="" type="checkbox"/> |    | location is unobstructed                                                |
| 4                                                 | Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.                                                                                                                      | <input checked="" type="checkbox"/> |    | dust has been cleared                                                   |
| 5                                                 | If applicable, replace battery as needed.                                                                                                                                                                             | <input checked="" type="checkbox"/> |    | no batteries                                                            |
| 6                                                 | Use our own Temperature meter to validate the computer is correct. If it is not EMS or DDC controlled take our temperature meter and check against actual thermostat and record tempature                             | <input checked="" type="checkbox"/> |    | Record Temp <u>72</u> * Humidity <u>45</u> %                            |

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:**