

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY067 Date of Visit: 10/1/20

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 9773PFQ,9926--9930FQT,9994MO, 10023-10024QT,10104-10108SA
2. 10202PMM,10223PMS,10025QT
3. FILTERS, AIR HANDLERS, MAKEUP UNIT,LIGHTING, SUMP PUMP
4. GREASE TRAP,VFD, EXHAUST
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 10/1/20

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: AMMIE MEARERO Date: 10/1/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **NY067-01**MECHANIC
SIGNATURE: DATE: **10/1/20**LOCATION/RM #: **WO# 10104-10107 ASSET # 10547-10550** START TIME: **7:30am** FINISH TIME: **9:30am**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions. | ✓ | / | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades and moving parts for cracks and excessive wear. | ✓ | / | no cracks or excessive wear |
| 2 | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors | ✓ | / | L1 120. L2 120. L3 120 |
| 3 | Tighten all electrical connectors/lugs to proper torque. | ✓ | / | electrical connections are tight |
| 4 | If unit is a multi-zone air handler, then check each individual zone damper and associated controls. | ✓ | / | |
| 5 | Check bearing collar set screws on fan shaft to make sure they are tight. | ✓ | / | set screws are tight |
| 6 | Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary. | ✓ | / | filters have been replaced |
| 7 | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment. | ✓ | / | dampers are good |
| 8 | Lubricate mechanical bearings and connections sparingly. | ✓ | / | used Lucas heavy duty grease |
| 9 | Clean coils by brushing, blowing, vacuuming | ✓ | / | coils are clean |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | / | no leaks fittings are tight |
| 11 | Use fin comb to straighten coil fins. | ✓ | / | fins are straight |
| 12 | Report any equipment rust or condensate pan rust -IF found open CM | ✓ | / | no rust |
| 13 | Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | ✓ | / | pans are clean |
| 14 | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets. | ✓ | / | adjusted belt tension |
| 15 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear. | ✓ | / | alignment is good |

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|-------------|---|---------------|----|---|
| | | YES | NO | |
| 16 | Check and test freezestat for proper operation | ✓ | | freezestat is functioning properly |
| 17 | Vacuum interior of unit. | ✓ | | units are clean |
| 18 | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary. | ✓ | | no air leaks |
| 19 | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓ | | used Lucas heavy duty grease |
| 20 | Clean up work area. | ✓ | | |

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: