

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY039 Date of Visit: 9/3/20

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 9770PFQ,9979-9980FQT,10011-10012MO,10186SA,10200PMM,
2. 10207PMQ,10219PMS,10046QT
3. FILTERS, LIGHTING, GATES, CHILLER, AIR HANDLER,SUMP PUMP,
4. SPLIT UNIT EVAPORATOR, CONDENSING UNIT, EXHAUST
5.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 9/3/20

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: SGT CARLOS ERAZO Date: 9/3/20

Signed: 

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EVAPORATIVE COOLING SYSTEM

SITE AND BLDG #: NY039-01MECHANIC
SIGNATURE: DATE: 9/3/20LOCATION/RM #: _____ WO# 10219 ASSET # 190917-248START TIME: 9:30amFINISH TIME: 10:00am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. Open, lock, and tag out electric circuits serving motors for the air handler, evaporative cooling fan (if equipped) and circulating pump.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Examine structural elements including doors, chamber, piping, plates, supports, pans, sumps, and framing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Clean pump suction screens.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check pad distribution piping and clean as necessary. Replace as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check piping for blockage or buildup. Clean or replace as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Check operation of float valve, mixing or automatic control valves and thermometers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Pumps and motors less than 1 HP will be serviced as part of this PM. Pumps and motors 1 HP and larger will be serviced using PM standard cards for the respective equipment. a. Clean and lubricate pump. Check and replace packing if applicable. b. Blow out or vacuum motor windings and lubricate if required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Remove tags and lockout from circuits for circulating pump only.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Check with operating personnel before restoring circuits to the air handlers, to be certain personnel are not working on the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	As applicable, pans and sumps should remain dry during winter operation. Tags should be removed from supply valves at the completion of this work, but the valves should be opened by operating personnel only when the unit is to be filled and placed in service.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: NY039-01MECHANIC
SIGNATURE: DATE: 9/3/20LOCATION/RM #: _____ WO# 10219 ASSET # 190917-249START TIME: 10amFINISH TIME: 11am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule outage of unit with personnel in area the unit serves.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no debris
2	Wash coil with coil cleaning solution - Rinse Thoroughly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	coils are clean
3	Straighten fin tubes with fin comb, as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fin tubes are straight
4	Check electrical connections for tightness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	electrical connections are tight
5	Check mounting base for tightness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	mounts are tight
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no bent blades or excessive noise
7	Inspect all piping for leaks and tighten loose connections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no leaks found
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no burn insulation wires are tight
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.and Humidity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Room temp <u>72</u> Room Humidity <u>56</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit is in new condition
11	Clean up work area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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To be performed by: HVAC Technician

Additional Notes: