

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 10/7/20

Contractor Personnel on Site:

1. PATRICK BROWN      3. \_\_\_\_\_  
2. \_\_\_\_\_      4. \_\_\_\_\_

**Work Performed:**

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

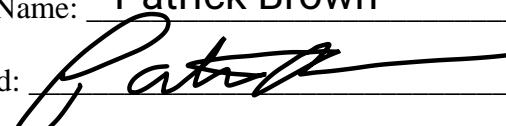
1. WO'S 9777PFQ,10209PMQ, 10227PMS,9778PFQ,10197PMA,10205PMM,
2. 10210PMQ,10228PMS
3. FILTERS, GREASE INTERCEPTOR, CHILLER, AIR HANDLERS, HRS, CONDENSING UNITS
4. MAKEUP AIR UNIT, VFD, AIR CURTAIN, FURNACE, FAN COIL UNITS, LIGHTING
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 10/7/20

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: Lars Luffman Date: 10/7/20

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FURNACE**

ACTIVITY AND BLDG #: **NY127-02**MECHANIC  
SIGNATURE: DATE: **10/7/20**

LOCATION/RM #:

WO# **10228**ASSET # **190917-691**START TIME: **2:15pm**FINISH TIME: **2:45pm**

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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Replace air filter if applicable	✓	/	filter is new
2	Check the fire box liner or refractory for cracks and leaks.	✓	/	Firebox is good
3	Check smoke stack for obstructions, leaks, etc.	✓	/	no obstructions or leaks
5	Clean all fans and motors.	✓	/	fans and motors are clean
6	Check operation of controls and safeties.	✓	/	controls and safety function properly
7	Lubricate as required.	✓	/	
8	Check and clean plenum (clean cooling coils and check for leaks, if applicable)	✓	/	no leaks found
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓	/	all are good
10	Report any rust issues and open a CM ticket	✓	/	no issues to report
11	Remove lock outs and tags. Restore fuel and power supply.	✓	/	

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **NY127-02**

LOCATION/RM #: **WO# 10228** ASSET # **190917-692**  
**190917-693**  
**190917-694**

MECHANIC  
SIGNATURE: *Pat*

DATE: **10/7/20**START TIME: **2:45pm**FINISH TIME: **3:15pm**

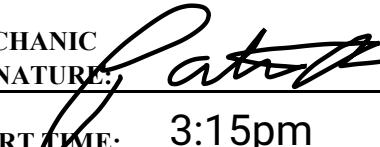
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule outage of unit with personnel in area the unit serves.	✓	/	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓	
3	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓	✓	no debris on screen
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	✓	coils are clean
3	Straighten fin tubes with fin comb, as needed.	✓	✓	fins are straight
4	Check electrical connections for tightness.	✓	✓	electrical connections are tight
5	Check mounting base for tightness.	✓	✓	mounting base is tight
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	✓	no bent blades or excessive noise
7	Inspect all piping for leaks and tighten loose connections.	✓	✓	no leaks connections are tight
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	✓	all are tight no burnt insulation
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity	✓	✓	Room temp <u>68</u> Room Humidity <u>47</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	✓	no replacement needed
11	Clean up work area.	✓	✓	

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To be performed by: HVAC Technician

Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ENERGY RECOVERY VENTILATOR**

SITE AND BLDG #: **NY127-02**MECHANIC  
SIGNATURE: DATE: **10/7/20**

LOCATION/RM #: **WO# 10228**    ASSET # **190917-695**  
**190917-698**

START TIME: **3:15pm**    FINISH TIME: **4pm**

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check all moving components for proper lubrication. Apply lubrication where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check dampers to ensure they open and close properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	dampers function properly
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	adjusted tension on belts
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no oil or dust accumulation
5	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	filters are new

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:**