

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY051 Date of Visit: 11/20/20

Contractor Personnel on Site:

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

**Work Performed:**

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

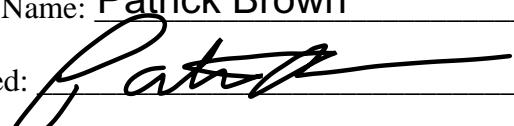
1. WO'S 10376FQ,10398-10399MO,10427-10430QT,10623SA,10636PMM
2. 10649PMQ
3. VAV,LIGHTING,GATES, CIRCULATING PUMPS, CHILLER,EXP TANKS
4. STORAGE TANK, CHEMICAL BYPASS,ISOLATION VALVES
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 11/20/20

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: SFC ERIC ABBOTT Date: 11/20/20

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR COOLED CHILLER, PACKAGE UNIT**

SITE AND BLDG #: **NY051-01**MECHANIC  
SIGNATURE: DATE: **11/20/20**LOCATION/RM #: **WO# 10623**ASSET # **10037**START TIME: **10:30am**FINISH TIME: **11:30am**

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.	✓	/	no debris
2	Pressure wash coil with proper cleaning solution.	✓	/	coil is clean
3	Straighten fin tubes with fin comb.	✓	/	fin tubes are straight
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors	✓	/	all connections are good
5	Check mounting for tightness.	✓	/	mounting is good
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 damage 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.	✓		
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.	✓		
<b>EVAPORATOR</b>				
1	Inspect evaporator for any obvious deficiencies.	✓		no obvious deficiencies
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		no leaks
<b>COMPRESSOR(S)</b>				
1	Lubricate drive coupling, if applicable.	✓		no Drive coupling
2	Lubricate motor bearings (non-hermetic), if applicable.	✓		hermetic compressor
3	Check bearings for vibrations or unusual noises.	✓		no vibrations or unusual noise
4	Leak test unit with soap test or electronic device.	✓		used electronic device no leaks found
5	Check compressor oil level., if applicable.	✓		hermetic compressor
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.	✓		all function properly
7	Check vibration eliminators. Replace as necessary.	✓		vibration eliminators are good
8	Document AMP draw on compressors	✓		L1 120. L2 120. L3 120
9	Check safety controls for high pressure cut off.	✓		high pressure control functions properly
<b>CONTROLS</b>				
1	Record chilled water supply and return temps and Humidity .	✓		

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:**