

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 2/9/21

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 , 11511 , 11865 , 11883 , 11884 , 11512 ,
2. 11849 , 11866 , 11885
3. PM#'S , 190917- , 615 , 645 , 603 , 622-627 , 642 ,
4. 651 , 652 , 659 , 660 , 686 , 616 , 636-640 , 683 ,
5. 709 , 724 , 703 , 707 , 710 , 711 , 714 , 716 , 700 ,

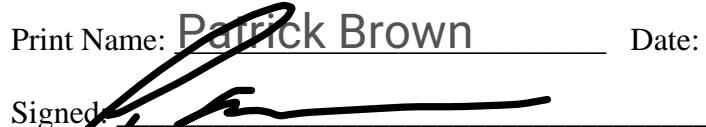
708

---

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 2/9/21

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: 2/9/21

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAV BOX**

SITE AND BLDG #: **NY127 BLDG1**

LOCATION/RM #: **BLDG1** WO# **11511** ASSET # **190917-615** **11883** MECHANIC SIGNATURE:  DATE: **2/9/21**  
 START TIME: **8:30am** FINISH TIME: **9:30am**

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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS system permits, check that the operating controls activate damper per design specifications.-	✓		Record CFM AIR FLOW <u>300</u>
2	If required, check damper linkage for tightness and lightly lubricate.	✓		<b>no dampers</b>
3	If required, inspect dampers for free movement.	✓		<b>no actuators</b>
4	If required, inspect actuators for tightness to mounting brackets.	✓		<b>electrical connections are tight</b>
5	As needed, tighten electrical connections to servo motor.	✓		<b>no need of repairs</b>
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

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**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: **NY127 BLDG1**

**MECH ROOM** WO# **11883** ASSET # **190917-**  
**LOCATION/RM #:** **636-640**

MECHANIC  
SIGNATURE: DATE: **2/9/21**START TIME: **1:15pm**FINISH TIME: **2:45pm**

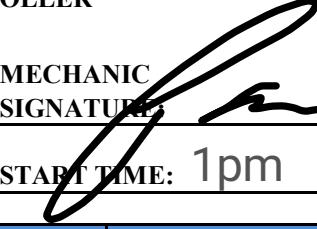
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
2	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.-Report any leaks	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	✓	/	used Lucas heavy duty grease
2	Inspect couplings and check for any pump seal leaks.	✓	/	no leaks
3	Check motor mounts and vibration pads	✓	/	mounts and pads are good
4	Tighten all pump flanges.	✓	/	flanges are tight
5	Visually check pump alignment and coupling -Report unusual vibration	✓	/	alignment is good no vibration
6	Inspect electrical connections	✓	/	electrical connections are good

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: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DDC CONTROLLER**

SITE AND BLDG #: **NY127 BLDG1**LOCATION/RM #: **MECH ROOM** WO# **11883** ASSET # **190917-616**MECHANIC  
SIGNATURE: DATE: **2/9/21**START TIME: **1pm**FINISH TIME: **1:15pm**

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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	✓		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	✓		alarms are normal
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	✓		device is in good condition
4	Check all fuses for evidence of heating or weakening.	✓		no evidence of overheating
5	Check system for alarms	✓		alarms are clear
6	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		plugs are seated

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:**