

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY067 Date of Visit: 12-14-18 / 12-21-18

Contractor Personnel on Site:

1. <u>Patrick Brown</u>	3. _____
2. _____	4. _____

### Work Performed:

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

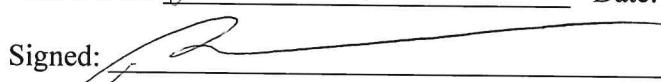
1. 1315 FQT, 1316 FQT, 1317 FQT, 1318 FQT, 1319 FQT, 1398 MO, 1432 QT, 1433 QT, 1521 SA
2. 1522 SA, 1523 SA, 1524 SA, 1525 SA, 1526 SA, 1527 SA, 1434 QT, 1528 SA
3. 1529 SA, 1530 SA 1531 SA
4. Air Handler, Make up Air Unit, Motor Vehicle Area Light, Sump Pump, Grease Trap
5. Radiator, Unit Heater, Motor Vehicle Area Light, Double Gate, Single Gate, Exhaust System, Unit Heater

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12-21-18

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: Douglas Bushko Date: 12/21/18

Signed: 

E-Mail: douglas.bushko.cros@mail.wi.gov

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: NY067 - Bldg 1

Mechanic Room	1318	10550
LOCATION/RM #:	WO# 1315	ASSET # 10549
	1316	10548

MECHANIC  
SIGNATURE: 

DATE: 12-14-18

START TIME: 8: AM  
9: AM  
10: AM  
11: AM

FINISH TIME: 9: AM  
10: AM  
11: AM  
12:00 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	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 EXCESSIVE WEAR
2	Check running motor amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		L1 120.5 L2 121.9 L3 120.4 121.0 121.3 121.2
3	Tighten all electrical connectors/lugs to proper torque.	✓		ALL 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.	✓		Collars & set screws are good
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		REPLACED FILTERS
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		NO LEAKS AND FITTINGS ARE TIGHT
11	Use fin comb to straighten coil fins.	✓	✓	NO STRAINER PRESENT
12	If applicable, clean strainer (annually).	✓		PANS WERE ALL CLEAN
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		