

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 9/20 21

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, 14413 , 14809 , 14819 , 14835 , 14414 , 14810 , 14816 ,
2. 14820 , 14836 ,
3. ASSET#'S, 190917-, 605-614 , 617 , 634 , 635 , 600 , 601 , 643 ,
4. 628 , 629 , 655 , 695 , 698 , 705 , 688 , 715 , 724 , 697 , 691-695
5. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 9/20/21

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: SFC KEVIN HOPPER Date: 9/20/21

Signed: 

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

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

SITE AND BLDG #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21

LOCATION/RM #: outside

WO# 14835

ASSET #190917-605

START TIME: 8:30am

FINISH TIME: 9:30am

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                                     | NOTES/ ACTIONS<br>(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 checked="" type="checkbox"/> |   |
| 2   | No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 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. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 4   | Recover, recycle, or reclaim the refrigerant as appropriate.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 5   | If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 6   | If materials containing refrigerants are discarded, comply with EPA regulations as applicable.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 7   | Refrigerant oils to be treated as hazardous waste.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 8   | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 9   | Remove access covers prior to accomplishing check points.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |                                     |                                     |   |
| <b>CONDENSER</b>                                  |  |                                     |                                     |   |
| 1   | Remove debris from air screen and clean underneath unit.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | unit is clean   |
| 2   | Pressure wash coil with proper cleaning solution.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | used water and cleaning solution  |
| 3   | Straighten fin tubes with fin comb.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | fin tubes are straight  |
| 4   | Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | all are good  |
| 5   | Check mounting for tightness.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | mounts are tight  |
| 6   | Check for corrosion. Clean and treat with inhibitor as needed.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no corrosion found  |
| 7   | Check fan or blower for bent or damaged blades and imbalance.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no bent or damaged plates   |

| CHECK POINT   | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.  | ✓             | ✓  | no lubrication needed   |
| 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. | ✓             | ✓  | no pulleys belts or couplings   |
| EVAPORATOR    |  |               |    |   |
| 1             | Inspect evaporator for any obvious deficiencies.   | ✓             | ✓  | no obvious deficiencies   |
| 2             | Inspect plumbing, valves and flanges for leaks and correct as needed.  | ✓             | ✓  | no leaks found  |
| COMPRESSOR(S) |  |               |    |   |
| 1             | Lubricate drive coupling, if applicable.   | ✓             | ✓  | no Drive coupling   |
| 2             | Lubricate motor bearings (non-hermetic), if applicable.  | ✓             | ✓  | hermetic Motors   |
| 3             | Check bearings for vibrations or unusual noises.   | ✓             | ✓  | no vibrations or unusual noises   |
| 4             | Leak test unit with soap test or electronic device.  | ✓             | ✓  | used electronic device  |
| 5             | Check compressor oil level., if applicable.  | ✓             | ✓  | oil level is good   |
| 6             | Run machine; check action of controls, relays, switches, etc. to see that:<br>a. Compressor(s) run at proper settings.<br>b. Suction and discharge pressures are proper.     | ✓             | ✓  | settings are correct  |
| 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 cutoff functions properly                                 |
| CONTROLS      |  |               |    |   |
| 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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### OUTDOOR CONDENSING UNIT

SITE AND BLDG #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21

LOCATION/RM #: Outside WO# 14835 ASSET # 190917-,  
612-614

START TIME: 10:45am

FINISH TIME: 11:30am

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                                     | NOTES/ ACTIONS<br>(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"/> | screen and around unit are clean  |
| 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 good   |
| 5  | Check mounting base for tightness.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | mounting and base are good  |
| 6  | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no excessive noise or vibration   |
| 7  | Inspect all piping for leaks and tighten loose connections.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no leaks or loose connections   |
| 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"/> | wires and insulation are good   |
| 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>74</u> Room Humidity <u>52</u> %                           |
| 10   | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no replacement needed   |
| 11   | Clean up work area.   | <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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### AIR CURTAIN

SITE AND BLDG #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21

LOCATION/RM #: kitchen WO# 14835 ASSET # 190917-655

START TIME: 12:30pm

FINISH TIME: 1pm

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|-------------------------------------|--------------------------|---|
|  |   | YES                                 | NO                       |   |
| SPECIAL INSTRUCTIONS                       |   |                                     |                          |   |
| 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"/> |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |                                     |                          |   |
| 1  | Disconnect the power to the unit.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| 2  | Remove the intake grille by removing all screws around the edges.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| 3  | Vacuum and wash (if necessary) to remove the buildup of dirt and debris.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | unit is clean   |
| 4  | If necessary, lubricate the motors.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | motors do not require lubrication                                       |
| 5  | Reinstall the cover and intake grille.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| 6  | Verify proper operation of unit. Make and/or recommend any needed repairs.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | unit is functioning properly  |

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: General Maintenance Worker

**Additional Notes:**

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

SITE AND BLDG #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21

LOCATION/RM #: MECH room

WO# 14835

ASSET # 190917-  
606,607

START TIME: 9:30am

FINISH TIME: 10:15am

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|-------------------------------------|--------------------------|---|
|  |  | YES                                 | NO                       |   |
| SPECIAL INSTRUCTIONS                       |  |                                     |                          |   |
| 1  | 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.         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |                                     |                          |   |
| 1  | Check fan blades and moving parts for cracks and excessive wear.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no excessive wear found   |
| 2  | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | L1 <u>120</u> . L2 <u>120</u> . L3 <u>120</u>                           |
| 3  | Tighten all electrical connectors/lugs to proper torque.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | electrical connections are tight  |
| 4  | If unit is a multi-zone air handler, then check each individual zone damper and associated controls.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no dampers  |
| 5  | Check bearing collar set screws on fan shaft to make sure they are tight.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | set screws are tight  |
| 6  | Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | filters have been replaced  |
| 7  | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | dampers are good  |
| 8  | Lubricate mechanical bearings and connections sparingly.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | use Lucas heavy duty Grease   |
| 9  | Clean coils by brushing, blowing, vacuuming  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | coils are clean   |
| 10   | Check coils for leaking, tightness of fittings.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no leaks found fittings are tight                                       |
| 11   | Use fin comb to straighten coil fins.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | finns are straight  |
| 12   | Report any equipment rust or condensate pan rust -IF found open CM   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | no rust found   |
| 13   | Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | all are good  |
| 14   | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | adjusted belt tension   |
| 15   | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | belt driven   |

| CHECK POINT | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|---------------|----|---|
|             |   | YES           | NO |   |
| 16          | Check and test freezestat for proper operation  | ✓             |    | freeze stat functions properly  |
| 17          | Vacuum interior of unit.  | ✓             |    | interior of units are clean   |
| 18          | Check filter doors and access doors for proper gasketing and air leaks.<br>Correct as necessary.  | ✓             |    | no air leaks found  |
| 19          | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | ✓             |    | used Lucas heavy duty Grease  |
| 20          | Clean up work area.   | ✓             |    |   |

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

### ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY127 BLDG1MECHANIC  
SIGNATURE: DATE: 9/20/21LOCATION/ROOM #: MECH room WO# 14835 ASSET # 190917-608START TIME: 10:15amFINISH TIME: 10:45am

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|-------------------------------------|--------------------------|---|
|  |   | YES                                 | NO                       |   |
| SPECIAL INSTRUCTIONS                       |   |                                     |                          |   |
| 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"/> |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |                                     |                          |   |
| 1  | Check all moving components for proper lubrication. Apply lubrication where required.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | moving components are good  |
| 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"/> | fan belts are good  |
| 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 have been replaced  |

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**  
**VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21



LOCATION/RM #: MECH room

WO# 14835

ASSET # 1190917-  
628,629

START TIME: 12pm

FINISH TIME: 12:30pm

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE  |    | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|--|----|---|
|  |  | YES  | NO |   |
| SPECIAL INSTRUCTIONS                       |  |  |    |   |
| 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.  |  |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |  |    |   |
| 1  | Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as required. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications. |  |    | vfd is functioning properly no issues found                                 |

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 #: NY127 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 9/20/21

LOCATION/RM #: Outside WO# 14835

ASSET # 190917-612

START TIME: 10:45am

FINISH TIME: 11:30am

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                                     | NOTES/ ACTIONS<br>(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"/> | screen and around unit are clean  |
| 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 good   |
| 5  | Check mounting base for tightness.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | mounting and base are good  |
| 6  | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no excessive noise or vibration   |
| 7  | Inspect all piping for leaks and tighten loose connections.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no leaks or loose connections   |
| 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"/> | wires and insulation are good   |
| 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>74</u> Room Humidity <u>52</u> %                           |
| 10   | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | no replacement needed   |
| 11   | Clean up work area.   | <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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MAKE UP AIR UNIT - HEATING/COOLING**

SITE AND BLDG #: NY127 BLDG1MECHANIC  
SIGNATURE: DATE: 9/20/21LOCATION/RM #: roof WO# 14835 ASSET # 190917-617START TIME: 11:30amFINISH TIME: 12pm

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE                       |                                     | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|-------------------------------------|-------------------------------------|---|
|  |  | YES                                 | NO                                  |   |
| SPECIAL INSTRUCTIONS                       |  |                                     |                                     |   |
| 1  | Schedule shutdown with operating personnel.  | <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"/> |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |                                     |                                     |   |
| 1  | Check thermostat settings to ensure the cooling and heating systemis operating correctly.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | thermostat functions properly   |
| 2  | Tighten all electrical connections and measure voltage and current on motors.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | electrical connections are tight  |
| 3  | Check filters and clean or replace as necessary.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | filters were replaced   |
| 4  | Lubricate all moving parts.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | used white lithium grease   |
| 5  | Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | drain is clear  |
| 6  | Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | system functions properly   |
| 7  | Clean evaporator and condenser air conditioning coils.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | coils are clean   |
| 8  | Clean and adjust blower components to provide proper system airflow.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | components are clean  |
| 9  | Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | gas pressure is correct   |

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:**