

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA011-01 Date of Visit: 10-29-21

Contractor Personnel on Site:

1. <u>Will Schultz</u>	3. _____
2. _____	4. _____

**Work Performed:**

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

1. WO'S November Pm's 15198, 15335, 15346
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Average Building Temp 74 \*      Average Building RH Humidity 56 %

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

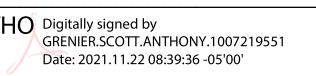
Print Name: Will Schultz Date: 10-29-21

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: \_\_\_\_\_ Date: \_\_\_\_\_

GRENIER,SCOTT,ANTHO Digitally signed by  
GRENIER,SCOTT,ANTHONY,1007219551  
Date: 2021.11.22 08:39:36 -05'00'  
Signed:  NY.1007219551

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**COOLING TOWER**

SITE AND BLDG #: VA011

190918-211

MECHANIC  
SIGNATURE: 

DATE: 10-29-21

LOCATION/RM #:

WO# 15346

ASSET #

START TIME: 0900

FINISH TIME: 1630

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>				
<b>Cooling Tower</b>				
1	Inspect Tower VFD - Record any display alarms	✓		
2	Clean cooling tower fills -Honeycomb appearance	✓		
3	Inspect sump water level controls - level float or level sensor	✓		
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation, contactors -VFD for Fan	✓		
5	Check Fan motor mounting for tightness.	✓		
6	Inspect fan drive belts -adjust or replace as needed -1/2" belt deflection	✓		
7	Check fan or blower for bent or damaged blades and imbalance.	✓		
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.	✓		
10	Drain -Flush and clean sump pan for tower -Refill sump after cleaning is completed -	✓		
11	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		
12	Redord AMP draw for Main drive fan motor	✓	L1	L2
13	Record AMP draw for Sump to top of tower circulation pump	✓	L1	L2
14	Check bearings for vibrations or unusual noises.	✓		L3
15	Inspect contactors for Fan motor and sump Motor	✓		
16	Report any rust or corrosion issues -Open CM	✓		



CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
17	Inspect heat trace system on cooling tower line sets -IF applicable	✓		
18	Confirm Chemical water treatment system is operating properly	✓		Located in main plant -Checked monthly by Bond Water Treatment
19	Record tower water conductivity level from controller in plant	✓		
20	Report and deficiencies and open a CM	✓		

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**  
**CEILING MOUNTED HEAT PUMP**

**SITE AND BLDG #:** VA011-01      **17 Units**      **MECHANIC SIGNATURE:** *B. Miller*      **DATE:** 10-29-21

**190918-211 thru 229**

**LOCATION/RM #:** **WO# 15346**      **ASSET #**      **START TIME:** 0900      **FINISH TIME:** 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades for dust buildup and clean if necessary.	✓		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
3	Tighten all electrical connectors to proper torque as needed.	✓		
4	Check contactors for compressors and fan.	✓		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
6	Lubricate mechanical connections of dampers sparingly as applicable.	✓		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request	✓		
8	Clean coils by brushing, blowing, vacuuming	✓		
9	Use fin comb to straighten coil fins as needed.	✓		
10	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	N/A		
11	Vacuum interior of unit.-Wipe down exterior of unit	✓		
12	Change the filter as needed with the correct size and type filter. Minimum annual Replacement.	✓		
13	Insure that drain(s) are clear and running.-Install condensate tablet	✓		
14	Clean up work area. - Record Humidity level in building	✓		Humidity <i>46</i> %
15	Sign and date yellow maintenance tag.	✓		

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To be performed by: General Maintenance Worker

**Additional Notes:**

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

SITE AND BLDG #: VA011-01

190918-231

MECHANIC  
SIGNATURE: DATE: 10-29-21

LOCATION/RM #:

WO# 15346 ASSET #START TIME: 0900FINISH TIME: 1630

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"/>	
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>	<input 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:**