CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY127 Date of Visit: 12/8/21-12/13/21

Contractor Personnel on Site:

1. PATRICK BROWN
2. _____
3. _____
4. _____

Work Performed:

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

1. WO#'S , 15219 , 15506 , 15534 , 15220 , 15495 , 15507 , 15535 ,
2. ASSET#'S , 190917-, 606-611 , 617 , 634 , 635 , 643 , 609 , 620 ,
3. 679-681 , 691 , 695 , 698 , 705 , 706 , 724 , 697 , 699 , 701 , 704-706 ,
4. 725 , 726 ,
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12/13/21

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: 12/13/21

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT

SITE AND BLDG #: NY127 BLDG1

MECHANIC SIGNATURE:

DATE: 12/8/21

LOCATION/RM #: BLDG1 **WO#** 15534 **ASSET #** 190917-, 609-611

START TIME: 8:30am **FINISH TIME:** 9am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades for dust buildup and clean if necessary.	✓		fan blades are clean
2	Check fan blades and moving parts for cracks and excessive wear.	✓		no cracks found no excessive wear
3	Tighten all electrical connectors to proper torque asneeded.	✓		electrical connections are tight
4	Check that the fan runs properly in all speeds as applicable.	✓		fan runs properly in all settings
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		all are good
7	Lubricate mechanical connections of dampers sparingly as applicable.	✓		used white lithium grease
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM.	✓		no signs of leaks
9	Clean coils by brushing, blowing, vacuuming	✓		coils are clean
10	Check coils for leaking, tightness of fittings.	✓		no leaks found fittings are tight
11	Use fin comb to straighten coil fins as needed.	✓		fins are straight
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		✓	no belts
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓		direct drives assemblies are tight
14	Vacuum interior of unit.	✓		Interiors of units are clean
15	Check filter door for proper gasketing and air leaks. Correct as needed.	✓		no air leaks found
16	Change the filter as needed with the correct size and type filter.	✓		Filter gets checked Quarterly
17	Insure that drain(s) are clear and running.- Install condensate tablet	✓		drains are clear
18	Clean up work area. - Record Humidity level in area	✓		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 perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

SITE AND BLDG #: NY127 BLDG1

MECHANIC SIGNATURE:

DATE: 12/8/21

LOCATION/RM #: Outside **WO#** 15534 **ASSET #** 190917-, 679-681

START TIME: 10am **FINISH TIME:** 10:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
SPECIAL INSTRUCTIONS				
1	Schedule and coordinate work with operating personnel.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect lighting contactor for pitting or arcing - report issues	✓		no pitting or arcing
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓		no evidence of overheating
3	Check for proper light operation.	✓		lights function properly
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		all function properly
5	Inspect light pole and mounting devices for deficiencies.	✓		light pole and mounting are good
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓		no noted deficiency

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 perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
KITCHEN HOOD

ACTIVITY AND BLDG #: NY127 BLDG1

MECHANIC SIGNATURE:

DATE: 12/8/21

LOCATION/RM #: kitchen **WO#** 15534 **ASSET #** 190917-620

START TIME: 9am **FINISH TIME:** 9:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	Clean all accessible surfaces thouroughly.	✓		surfaces are clean
2	Check all louvers and dampers. If dampers must be moved to ensure complete cleaning, ensure they will be marked and returned to their original position to prevent unbalancing the system.	✓		louvers and dampers are good
3	Clean and/or replace filters, if applicable.	✓		filters are clean
4	Enure unit is operating properly, not any deficiencies.	✓		no deficiencies

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 perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: NY127 BLDG1 **MECHANIC SIGNATURE:** **DATE:** 12/8/21

LOCATION/RM #: bldg1 **WO#** 15534 **ASSET #** 190917-, 634,635,641 **START TIME:** 9:30am **FINISH TIME:** 10am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	Schedule shutdown with operating personnel.	✓		
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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		no wear or leaks found
2	Clean the coils	✓		coils are clean
3	Comb the fins as needed.	✓		fins are good
4	Clean all fans and motors.	✓		fans and motors are clean
5	Check operation of controls and safeties.	✓		controls function properly
6	Lubricate as required.	✓		sealed motors
7	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		direct drive and motors 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 discription of the deficiency.
To be perfomed by: General Maintenance Worker
Additional Notes: