

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY039 Date of Visit: 5/23/22

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 , 16955 , 16956 , 17123 , 17124 , 17125 , 17126 , 17138 ,
2. 17144 , 17163 , 17175 , 17127-17130
3. ASSET#'S , 9932 , 9935 , 9898 , 9929 , 9933 , 9934 , 9890 , 9940 ,
4. 9941 , 9946 , 9947
5. \_\_\_\_\_

-----

**CERTIFICATION OF WORK**

To be signed by the Contractor:

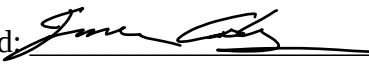
Print Name: Patrick Brown Date: 5/23/22

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: SGT. CADY Date: 5/23/22

Signed: 

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

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

SITE AND BLDG #: **NY039 BLDG1**  
**outside Ahu room**  
 LOCATION/RM #: **WO# 17138 ASSET # 9890**

MECHANIC  
SIGNATURE: 

DATE: **5/23/22**

START TIME: **10am**

FINISH TIME: **10:30am**

| 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:**

this unit is shut down at this time due to the air handler being out of service