

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: \_\_\_\_\_ Date of Visit: 9/5/19 - 9/17/19

Contractor Personnel on Site:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**Work Performed:**

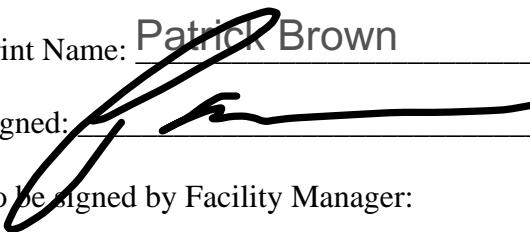
**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 9/17/19

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 ERIC ABBOTT Date: 9/17/19

Signed: 

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

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

SITE AND BLDG #: **NY051-01**MECHANIC  
SIGNATURE: DATE: **9/5/19**LOCATION/RM #: **WO# 5305 ASSET # 10037**START TIME: **7:45am**FINISH TIME: **9am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	✓	/	
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	✓	/	
5	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.	✓	/	
6	Recover, recycle, or reclaim the refrigerant as appropriate.	✓	/	
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.	/	✓	unit was not disposed of
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓	/	
9	Refrigerant oils to be treated as hazardous waste.	✓	/	
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓	/	
11	Remove access covers prior to accomplishing check points.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>CONDENSER</b>				
1	Remove debris from air screen and clean underneath unit.	✓	/	
2	Pressure wash coil with proper cleaning solution.	✓	/	used garden hose to clean
3	Straighten fin tubes with fin comb.	✓	/	fin tubes are straight

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	✓		no loose connections fuse disconnects are good
5	Check mounting for tightness.	✓		all mounts are tight
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		no corrosion
7	Check fan or blower for bent or damaged blades and imbalance.	✓		no bent or damaged blades
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.	✓		all are good
<b>EVAPORATOR</b>				
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
<b>COMPRESSOR(S)</b>				
1	Lubricate drive coupling, if applicable.	✓		no Drive coupling
2	Lubricate motor bearings (non-hermetic), if applicable.	✓		hermetic compressors
3	Check bearings for vibrations or unusual noises.	✓		no unusual noises
4	Leak test unit with soap test or electronic device.	✓		used electronic device
5	Check compressor oil level., if applicable.	✓		hermetic compressors
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	✓		all are good
7	Check vibration eliminators. Replace as necessary.	✓		vibration eliminators are good
8	Check safety controls for high pressure cut off.	✓		high pressure cutoff functions properly
<b>CONTROLS</b>				
1	Confirm chiller is operating through building automation.	✓		Chiller is operating through building automation

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:**