

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

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. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

To be signed by Facility Manager:

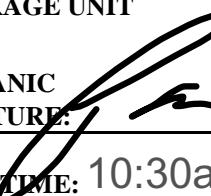
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

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

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

SITE AND BLDG #: **NY067-01**MECHANIC  
SIGNATURE: DATE: **9/3/19**LOCATION/RM #: **WO# 5365 ASSET # 10051**START TIME: **10:30am**FINISH TIME: **12 pm**

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.	✓	/	
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.	✓	/	unit is clean underneath
2	Pressure wash coil with proper cleaning solution.	✓	/	garden hose to wash coil
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.	✓	/	all connections are tight
5	Check mounting for tightness.	✓	/	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.	✓	/	used Lucas heavy duty Grease
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.	✓	/	
<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 all are tight
<b>COMPRESSORS</b>				
1	Lubricate drive coupling, if applicable.	✓	/	no Drive coupling
2	Lubricate motor bearings (non-hermetic), if applicable.	✓	/	hermetic compressor
3	Check bearings for vibrations or unusual noises.	✓	/	no unusual noises
4	Leak test unit with soap test or electronic device.	✓	/	use electronic device no leaks
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 function properly
7	Check vibration eliminators. Replace as necessary.	✓	/	vibration pads 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

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:**