

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 12/19/19 -12/27/19

Contractor Personnel on Site:

1. <u>Patrick Brown</u>	3. _____
2. _____	4. _____

**Work Performed:**

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

**6105**

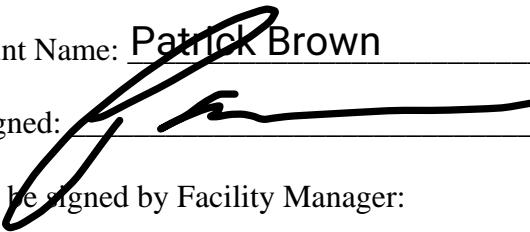
1. WO'S ~~6105~~ 640PFQ,6428PMQ,6459PMS,6106PFQ,6425PMM,6460PMS,6461PMS
2. FILTERS, GREASE TRAP, HEATERS, KITCHEN HOOD, WALL PACKS,
3. FAN COILS, LIGHTING, FURNACE, GATE
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 12/27/19

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: LARS LUFFMAN Date: 12/27/19

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT**

SITE AND BLDG #: **NY127-02**MECHANIC  
SIGNATURE: DATE: **12/27/19**

LOCATION/RM #: **WO# 6460** ASSET # **190917-705** **190917-706** START TIME: **11am** FINISH TIME: **12pm**

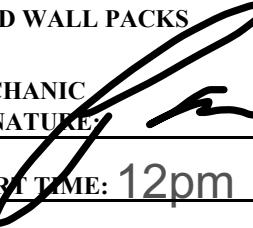
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag 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.	✓	/	no dust build-up
2	Check fan blades and moving parts for cracks and excessive wear.	✓	/	no cracks or excessive wear
3	Tighten all electrical connectors to proper torque as needed.	✓	/	electrical connectors are tight
4	Check that the fan runs properly in all speeds as applicable.	✓	/	fans function properly
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 leaks
9	Clean coils by brushing, blowing, vacuuming	✓	/	coils are clean
10	Check coils for leaking, tightness of fittings.	✓	/	no leaks 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.	✓	/	direct drive
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	✓	/	all are tight
14	Vacuum interior of unit.	✓	/	units are clean
15	Check filter door for proper gasketing and air leaks. Correct as needed.	✓	/	gaskets are good
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 54 %

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: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

ACTIVITY AND BLDG #: **NY127-02**MECHANIC  
SIGNATURE: DATE: **12/27/19**LOCATION/RM #: **WO# 6460** ASSET # **190917-725** START TIME: **12pm** FINISH TIME: **12:30pm**

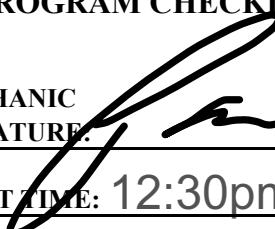
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Inspect for structural defects, note needed repairs	✓		
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket		✓	
3	Clean exterior with dry cloth.	✓		
4	For Exit lights check for proper arrow direction.		✓	
5	Make and/or recommend any needed repairs.	✓		

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: General Maintenance Worker

**Additional Notes:** *all lights on the exterior of the building work properly*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES**

SITE AND BLDG #: **NY127-02**MECHANIC  
SIGNATURE: DATE: **12/27/19**

LOCATION/RM #:

WO# **6460**ASSET # **190917-726**START TIME: **12:30pm**FINISH TIME: **1pm**

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.	✓	/	
2	Notify affected personnel before performing PM (alarmed or security entrances).	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓	/	used PB Blaster garage door lubricant
2	Check all locking devices. Lubricate as required.	✓	/	used white lithium grease
3	Inspect center gate support rollers and lubricate as required.	✓	/	
4	Clean roller track of any debris.	✓	/	no roller tracks
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓	/	all are tight
6	Check for any obstructions that retard full swing or movement of the gate.	✓	/	no obstructions
7	Check that shrubs and trees are pruned clear of gate.	✓	/	shrubs and trees are clear of Gates
8	Check hold open devices for proper operation. Lubricate as required.	✓	/	
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	✓	/	top guard and wires are tight

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: General Maintenance Worker

Additional Notes: