

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY113 Date of Visit: 1/9/20 - 1/10/20
1/28/20

Contractor Personnel on Site:

1. Patrick Brown 3. _____
2. _____ 4. _____

Work Performed:

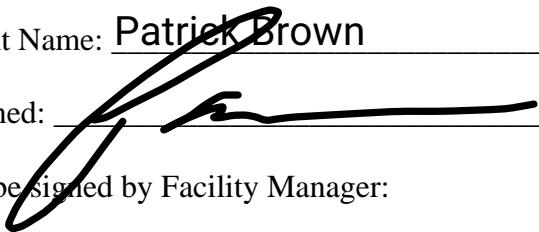
Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. WO'S 6828PMM, WO 6838PMQ, 6846PMS, 6829PMM, 6839PMQM,
2. 6847PMS, 6847PMS, 6840PMQ, 6848PMS, 6888PMQ, 6891 PMQ
3. GATES, LIGHTING, DEHUMIDIFIER, OVERHEAD DOORS, FILTERS
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 1/28/20

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: MARYLD EDMUNDS Date: 1/28/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/9/20**

LOCATION/RM #:

WO# **6888**

ASSET #

190917-483 to 486START TIME: **12pm**FINISH TIME: **2pm**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades and moving parts for cracks and excessive wear. | ✓ | | no excessive wear |
| 2 | Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors | ✓ | | L1 120 L2 120 L3 120 |
| 3 | Tighten all electrical connectors/lugs to proper torque. | ✓ | | all are tight |
| 4 | If unit is a multi-zone air handler, then check each individual zone damper and associated controls. | ✓ | | controls are functioning properly |
| 5 | Check bearing collar set screws on fan shaft to make sure they are tight. | ✓ | | set screws are tight |
| 6 | Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary. | ✓ | | filters were replaced |
| 7 | Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment. | ✓ | | dampers are correct |
| 8 | Lubricate mechanical bearings and connections sparingly. | ✓ | | used Lucas heavy duty grease |
| 9 | Clean coils by brushing, blowing, vacuuming | ✓ | | coils are clean |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | | no leaks |
| 11 | Use fin comb to straighten coil fins. | ✓ | | coil fins are good |
| 12 | Report any equipment rust or condensate pan rust -IF found open CM | ✓ | | no rust |
| 13 | Flush and clean condensate pans and drains, Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide. | ✓ | | condensate pans are clean |
| 14 | Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets. | ✓ | | belts needed adjustments |
| 15 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear. | ✓ | | units are belt driven |

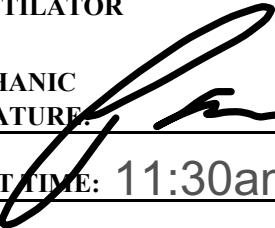
| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|-------------------------------------|--------------------------|---|
| | | YES | NO | |
| 16 | Check and test freezestat for proper operation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | freezestat functions properly |
| 17 | Vacuum interior of unit. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 18 | Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | gaskets are new ,no air leaks |
| 19 | Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | used Lucas heavy duty grease |
| 20 | Clean up work area. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/28/20**

LOCATION/RM #:

WO# **6888**ASSET # **190917-487 to 490**START TIME: **11:30am**FINISH TIME: **1:30pm**

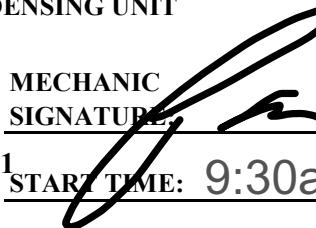
| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check all moving components for proper lubrication. Apply lubrication where required. | ✓ | | |
| 2 | Check dampers to ensure they open and close properly. | ✓ | | dampers function properly |
| 3 | Check all fan belts for wear, tension, alignment, and dirt accumulation. | ✓ | | adjusted the tension on the belts |
| 4 | Check fan wheels and fasteners for oil and dust accumulation and clean as necessary. | ✓ | | fan wheels are clean |
| 5 | Check, clean, and/or replace both internal and external filters as necessary. | ✓ | | all filters were replaced |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/10/20**

LOCATION/RM #: **WO# 6888** ASSET # **190917-499 to 501** START TIME: **9:30am** FINISH TIME: **11am**

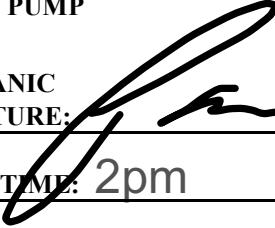
| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Schedule outage of unit with personnel in area the unit serves. | ✓ | / | |
| 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 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | ✓ | / | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | ✓ | / | unit is free of debris |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | ✓ | / | coils are clean |
| 3 | Straighten fin tubes with fin comb, as needed. | ✓ | / | fins are straight |
| 4 | Check electrical connections for tightness. | ✓ | / | electrical connections are good |
| 5 | Check mounting base for tightness. | ✓ | / | mounting base is good |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | ✓ | / | no excessive noise or vibration |
| 7 | Inspect all piping for leaks and tighten loose connections. | ✓ | / | no leaks |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | ✓ | / | all wiring is tight |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity | ✓ | / | Room temp _____ Room Humidity _____ % |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | ✓ | / | units are in good condition |
| 11 | Clean up work area. | ✓ | / | |

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CEILING MOUNTED HEAT PUMP

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/9/20**

LOCATION/RM #:

WO# **6888**ASSET # **190917-506**START TIME: **2pm**FINISH TIME: **4:30pm**

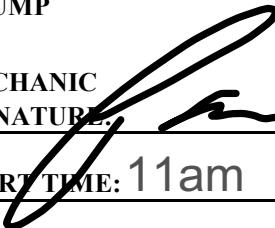
| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal 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 | When applicable, 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 connections are good |
| 4 | Check contactors for compressors and fan. | ✓ | | contacts are good |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | ✓ | | dampers are clean |
| 6 | Lubricate mechanical connections of dampers sparingly as applicable. | ✓ | | used white lithium grease |
| 7 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a CM Request | ✓ | | no leaks |
| 8 | Clean coils by brushing, blowing, vacuuming | ✓ | | coils are clean |
| 9 | Use fin comb to straighten coil fins as needed. | ✓ | | fins are straight |
| 10 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | ✓ | ✓ | direct drive |
| 11 | Vacuum interior of unit.-Wipe down exterior of unit | ✓ | | unit is clean |
| 12 | Change the filter as needed with the correct size and type filter. Minimum annual Replacement. | ✓ | | permanent filters are clean |
| 13 | Insure that drain(s) are clear and running.-Install condensate tablet | ✓ | | drains are clear |
| 14 | Clean up work area. - Record Humidity level in building | ✓ | | Humidity 30.2 % |
| 15 | Sign and date yellow maintenance tag. | ✓ | | |

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
CONDENSATE PUMP

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/10/20**LOCATION/RM #: **WO# 6888 ASSET # 190917-507**START TIME: **11am**FINISH TIME: **12pm**

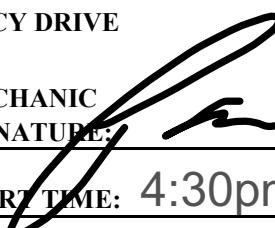
| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|-------------------------------------|--------------------------|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Open pump and Wash and clean pump. IF applicable. If pump is used in a dirty environment or is pumping something other than clear condensate water, the tank should be removed and cleaned. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Pour enough water into the tank to activate the pump. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Ensure that the pump is in proper working condition. Recommend repair or replacement as needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | pump is functioning properly |

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
VARIABLE FREQUENCY DRIVE

SITE AND BLDG #: **NY113-01**MECHANIC
SIGNATURE: DATE: **1/9/20**

LOCATION/RM #:

WO# 6888**ASSET # 190917-519**START TIME: **4:30pm**FINISH TIME: **5pm**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|-------------------------------------|--------------------------|---|
| | | YES | NO | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as required. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | units are in excellent condition |

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: