

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 2/5/20

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 6962-6963AN, 7152-7158QT, 7277PMM, 7285PMQ, 7302PMS 7159-7160QT
2. BOILERS, REFRIGERATORS, WATER HEATERS, EMERGENCY WALL PACKS, EMERGENCY
3. LIGHTS AND SIGNS, EXTERIOR LIGHTING, EXPANSION TANKS, ISOLATION VALVES,
4. BLDG AUTOMATION SYSTEM, CIRCULATING PUMPS,
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:


Print Name: Patrick Brown Date: 2/5/20

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: SFC KEVIN STEWART Date: 2/5/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: **NY013-01**MECHANIC
SIGNATURE DATE: **2/5/20**

LOCATION/RM #:

WO# **7302**ASSET # **191907-119**START TIME: **11am**FINISH TIME: **11:15am**

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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no alarms to correct
3	Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fuses are good
5	Check sytem for alarms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	no alarms
6	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all plug connections are good

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: NY013-01

MECHANIC
SIGNATURE: 

DATE: 2/5/20

 LOCATION/RM #: RM 119 WO# 7302 ASSET # 190917-125
 190917-126

START TIME: 11:15am

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.	✓		
2	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.-Report any leaks	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	✓		used Lucas heavy duty Grease
2	Inspect couplings and check for any pump seal leaks.	✓		no leaks
3	Check motor mounts and vibration pads	✓		motor mounts are good
4	Tighten all pump flanges.	✓		all are tight
5	Visually check pump alignment and coupling -Report unusual vibration	✓		alignment looks good
6	Inspect electrical connections	✓		electrical connections are good

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: General Maintenance Worker

Additional Notes: