CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: __NY113_____ Date of Visit: __2/10/20_____

Contractor Personnel on Site:

1. __PATRICK BROWN_____   3. _____

2. _____   4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)
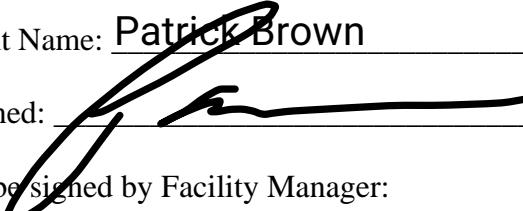
1. __WO'S 6944PFA,7282PMM,7298PMQ,7314-7315 PMS,6945PFA,_____

2. __7286PMM, 7299PMQ, 7316-7317 PMS_____

3. __FILTERS, GATES, EXPANSION TANKS, BYPASS FEEDER, WATER HEATERS,STORAGE__

4. __TANKS, EXIT SIGNS, CIRCU PUMPS, VAVs, BLDG AUTOSYSTEM, KEYPAD,__

5. __AIR COMPRESSOR, OUTSIDE LIGHTING,_____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: __Patrick Brown_____ Date: __2/10/20_____

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: __SGT James Alsimer_____ Date: __2/10/20_____

Signed: _____

E-Mail: _____

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: NY113-01

LOCATION/RM #:   **WO#** 7314   **ASSET #** 190917-494 to 190917-498

MECHANIC SIGNATURE: _(signature)_   **DATE:** 2/10/20

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	
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	✓		pump has sealed bearings
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.	✓		flanges are tight
5	Visually check pump alignment and coupling -Report unusual vibration	✓		no unusual vibration
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 perfomed by: General Maintenance Worker

Additional Notes:

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAV BOX

SITE AND BLDG #: NY113-01

LOCATION/RM #:   **WO#** 7314   **ASSET #** 190917-502 to 190917-504

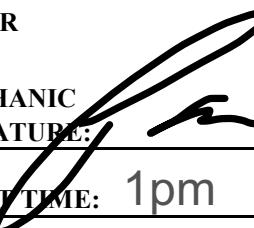**MECHANIC SIGNATURE:**   **DATE:** 2/10/20

START TIME: 8am   **FINISH TIME:** 10am

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	If EMS system permits, check that the operating controls activate damper per design specifications.-	✓		**Record CFM AIR FLOW** 0 - 450
2	If required, check damper linkage for tightness and lightly lubricate.	✓		
3	If required, inspect dampers for free movement.	✓		
4	If required, inspect actuators for tightness to mounting brackets.	✓		brackets are tight
5	As needed, tighten electrical connections to servo motor.	✓		connections are good
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		no repairs needed

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 perfomed by: HVAC Technician

Additional Notes:

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DDC CONTROLLER

SITE AND BLDG #: NY113-01

MECHANIC SIGNATURE: _(signature)_ **DATE:** 2/10/20

LOCATION/RM #:   **WO#** 7314   **ASSET #** 190917-506

START TIME: 1pm   **FINISH TIME:** 1:15pm

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	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.		✓	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.		✓	
3	Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.	✓		
4	Check all fuses for evidence of heating or weakening.	✓		
5	Check sytem for alarms		✓	
6	Check all plug connections in the panel to ensure the plugs are fully seated.	✓		

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 perfomed by: HVAC Technician

Additional Notes:

there is a cm request submitted for access to the computer until we receive approval I can not get access to complete the pm