

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY113 Date of Visit: 3/16/20

Contractor Personnel on Site:

1. PATRICK BROWN 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Work Performed:**

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

1. WO'S7353PFQ, 7655 PMM, 7660PMQ, 7678PMS, 7354PFQ, 7656PMM, 7679PMS
2. FILTERS, GATES, AIR HANDLERS, ERU'S, CONDENSING UNITS, AC SPLIT
3. UNIT, CIRCULATING PUMP, VFD, MAKE-UP AIR UNIT, LIGHTING
4. \_\_\_\_\_
5. \_\_\_\_\_

---

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/16/20

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: 3/16/20

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: **NY113-01**MECHANIC  
SIGNATURE: DATE: **3/16/20**

**190917-483 TO**  
**LOCATION/RM #:** **WO# 7660** **ASSET # 190917-486** **START TIME: 11am** **FINISH TIME: 1pm**  
**7678** **SAME AS ABOVE?**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		no cracks or excessive wear
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.-Inspect contactors	<input checked="" type="checkbox"/>		L1 120. L2 120. L3 120
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>		electrical connections are tight
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		set screws are tight
6	Replace filters quarterly, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		filters were replaced
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		dampers function properly
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>		used white lithium grease
9	Clean coils by brushing, blowing, vacuuming	<input checked="" type="checkbox"/>		coils are clean
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		no leaks fittings are tight
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>		fins are straight
12	Report any equipment rust or condensate pan rust -IF found open CM	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		all are good
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.	<input checked="" type="checkbox"/>		adjusted tension on the belts
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>		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"/>	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  
SIGNATUREDATE: **3/16/20**

LOCATION/RM #: **WO# 7660 ASSET # 190917-487 TO 190917-490**  
**7678 SAME AS ABOVE** START TIME: **1pm** FINISH TIME: **2pm**

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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check all moving components for proper lubrication. Apply lubrication where required.	✓	/	used white lithium grease
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 belt tension
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓	/	fans are clean
5	Check, clean, and/or replace both internal and external filters as necessary.	✓	/	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: **3/16/20**

**190917-499 TO**  
**LOCATION/RM #:** WO# **7660** **ASSET #** **190917-501** **START TIME:** **2pm** **FINISH TIME:** **3pm**  
**7678** **SAME AS ABOVE**

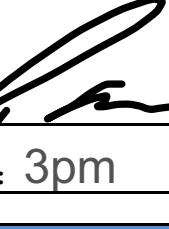
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Schedule outage of unit with personnel in area the unit serves.	✓	/	
2	Follow lock out/tag out procedures at all times. De-energize or discharge 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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓	/	no debris unit is clean
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 tight
5	Check mounting base for tightness.	✓	/	mounting base's are solid
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 or loose connections
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	/	all are tight
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity	✓	/	Room temp <u>71</u> Room Humidity <u>32</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	/	no repairs needed
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**  
**DUCTLESS MINI SPLIT**

SITE AND BLDG #: **NY113-01**MECHANIC  
SIGNATURE: 

DATE:

3/16/20

LOCATION/RM #:

**WO# 7660****ASSET # 190917-506**START TIME: **3pm**

FINISH TIME:

**4:30pm****7678****SAME AS ABOVE**

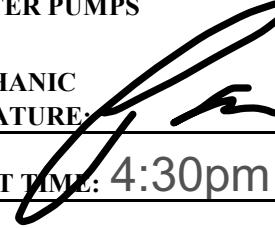
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag 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.	✓	/	fan blades are clean
2	Check all electrical connections	✓	/	electrical connections are good
3	Check that the fan runs properly in all speeds as applicable.	✓	/	fans function properly
4	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary.	✓	/	dampers function properly
5	Check filter door for proper gasketing and air leaks. Correct as needed.	✓	/	no air leaks
6	Change or Clean filter as needed. Filters get checked quarterly.	✓	/	no filters
7	Ensure condensate pump is working properly and that the drain lines are clear.	✓	/	condensate pumps function properly
8	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: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: **NY113-01**MECHANIC  
SIGNATURE: DATE: **3/16/20**

LOCATION/RM #: **WO# 7660 ASSET # 190917-507**  
**7678 SAME AS ABOVE**

START TIME: **4:30pm**FINISH TIME: **5:15pm**

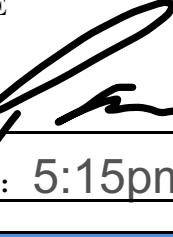
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
2	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	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	✓	/	seald pumps
2	Inspect couplings and check for any pump seal leaks.	✓	/	no seal leaks
3	Check motor mounts and vibration pads	✓	/	mounts and pads are good
4	Tighten all pump flanges.	✓	/	pump flanges are tight
5	Visually check pump alignment and coupling -Report unusual vibration	✓	/	alignment is 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 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: **3/16/20**

**LOCATION/RM #:** **WO# 7660** **ASSET # 190917-519** **START TIME: 5:15pm** **FINISH TIME: 5:30pm**  
**7678** **SAME AS ABOVE**

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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"/>	all 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 description of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**