

**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:

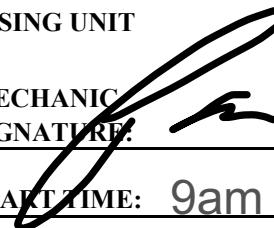
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: MARYLD Edmunds Date: 3/16/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

MECHANIC
SIGNATURE: 

DATE: 3/16/20

SITE AND BLDG #: NY113-02

LOCATION/RM #:

WO# 7679

ASSET # 190917-548

190917-550

START TIME: 9am

FINISH TIME: 9:45am

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.			
2	Wash coil with coil cleaning solution - Rinse Thoroughly			
3	Straighten fin tubes with fin comb, as needed.			
4	Check electrical connections for tightness.			
5	Check mounting base for tightness.			
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.			
7	Inspect all piping for leaks and tighten loose connections.			
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.			
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature and Humidity			Room temp 70 Room Humidity 34 %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.			no needed repairs
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

~~CIRCULATING AND BOOSTER PUMPS~~

SITE AND BLDG #: **NY113-02**MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #: **WO# 7679 ASSET # 190917-549**START TIME: **190917-549** FINISH TIME:

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			
2	Inspect couplings and check for any pump seal leaks.			
3	Check motor mounts and vibration pads			
4	Tighten all pump flanges.			
5	Visually check pump alignment and coupling -Report unusual vibration			
6	Inspect electrical connections			

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To be performed by: General Maintenance Worker

Additional Notes:

190917-549 is a split unit

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: **NY113-02**MECHANIC
SIGNATURE: DATE: **3/16/20**

LOCATION/RM #:

WO# 7679**ASSET # 190917-551**START TIME: **7am**FINISH TIME: **8am**

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 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	✓		L1 120. L2 120. L3 120
3	Tighten all electrical connectors/lugs to proper torque.	✓		electrcle connections are tight
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	✓		
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 function properly
8	Lubricate mechanical bearings and connections sparingly.	✓		used white lithium grease
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.	✓		fins are straight
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.	✓		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.	✓		adjusted the belt tension
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		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"/>	unit is clean
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"/>	

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: **NY113-02**MECHANIC
SIGNATURE: DATE: **3/16/20**LOCATION/RM #: **WO# 7679 ASSET # 190917-552**START TIME: **9:45am**FINISH TIME: **10:15am**

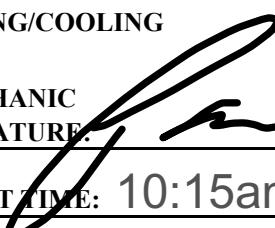
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		I replaced the fan belt
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.	✓		filters were replaced

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: **NY113-02**MECHANIC
SIGNATURE: DATE: **3/16/20**LOCATION/RM #: **WO# 7679 ASSET # 190917-557**START TIME: **10:15am**FINISH TIME: **10:45am**

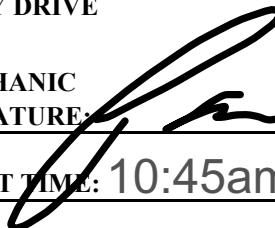
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule shutdown with operating personnel.	✓	/	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systems are operating correctly.	✓	/	
2	Tighten all electrical connections and measure voltage and current on motors.	✓	/	electrical connections are tight
3	Check filters and clean or replace as necessary.	✓	/	filters were replaced
4	Lubricate all moving parts.	✓	/	used white lithium grease
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓	/	
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓	/	controls function properly
7	Clean evaporator and condenser air conditioning coils.	✓	/	coils are clean
8	Clean and adjust blower components to provide proper system airflow.	✓	/	system air flow is good
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓	/	all are good

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VARIABLE FREQUENCY DRIVE

SITE AND BLDG #: **NY113-02**MECHANIC
SIGNATURE: DATE: **3/16/20**

LOCATION/RM #:

WO# **7679**ASSET # **190917-582**START TIME: **10:45am**FINISH TIME: **11am**

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	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.	✓		all are good

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To be performed by: HVAC Technician

Additional Notes: