

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 3/4/20 - 3/18/20

Contractor Personnel on Site:

- | | |
|-------------------------|------------|
| 1. <u>PATRICK BROWN</u> | 3. <u></u> |
| 2. <u></u> | 4. <u></u> |

Work Performed:

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

1. WO'S 7355F, 7661Q, 7680S, 7356F, 7657M, 7662Q, 7681S
2. FILTERS, GREASE INTERCEPTOR, CHILLER, AIR HANDLERS, HRS, CONDENSING UNITS
3. MAKUP AIR UNIT, VFD, AITR CURTAIN, FURNACE, FAN COIL UNITS, LIGHTING
4.
5.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/18/20

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: LARS LUFFMAN Date: 3/18/20

Signed: 

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FURNACE

ACTIVITY AND BLDG #: NY127-02

MECHANIC
SIGNATURE: 

DATE: 3/18/20

LOCATION/RM #: WO# 7681 ASSET # 190917-691

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Replace air filter if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	air filter was replaced
2	Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no cracks or leaks
3	Check smoke stack for obstructions, leaks, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no obstructions
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	fan and motor are clean
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	controls and safety's function properly
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no lubricant required
8	Check and clean plenum (clean cooling coils and check for leaks, if	<input checked="" type="checkbox"/>	<input type="checkbox"/>	plenum is clean
9	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all are good
10	Report any rust issues and open a CM ticket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no rust issues
11	Remove lock outs and tags. Restore fuel and power supply.	<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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: **NY127-02**MECHANIC
SIGNATURE: DATE: **3/18/20**
 LOCATION/RM #: _____ WO# **7681** ASSET # **190917-692**
190917-693
190917-694
START TIME: **12pm**FINISH TIME: **1pm**

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 clean
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	✓	
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 is 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 good
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.and Humidity	✓	✓	Room temp <u>69</u> Room Humidity <u>24</u> %
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	✓	no needed repairs
11	Clean up work area.	✓	✓	

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

MECHANIC
SIGNATURE: 

DATE: 3/18/20

START TIME: 1pm

FINISH TIME: 2pm

SITE AND BLDG #: NY127-02

LOCATION/RM #: WO# 7681 ASSET # 190917-695
190917-698

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	Check all moving components for proper lubrication. Apply lubrication where required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	used white lithium grease
2	Check dampers to ensure they open and close properly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	dampers function properly
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fan belts are good
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all are good
5	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	cleaned filters

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To be performed by: HVAC Technician

Additional Notes: