CERTIFICATION OF WORK
**PREVENTIVE MAINTENANCE**

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

FACID/Building: NY030 Date of Visit: 3/13/19

Contractor Personnel on Site:

1. PATRICK BROWN
2. _____
3. _____
4. _____

**Work Performed:**

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

1. 7639MO, 7668QT, 7738QT, 7924SA, 7935SA
2. GATES, HOLDING TANK, GREASE TRAPS, FILTERS
3. _____
4. _____
5. _____

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 3/13/19

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: John Granata Date: 3/13/19

Signed: _____

E-Mail: _____

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**PTAC**

**SITE AND BLDG #:** NY030-01

**MECHANIC SIGNATURE:** [signature] **DATE:** 3/13/19

**LOCATION/RM #:** **WO#** 7924 **ASSET #** 4684

**START TIME:** 12pm **FINISH TIME:** 1pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| **SPECIAL INSTRUCTIONS** | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓ | | |
| 2 | Schedule shutdown with operating personnel, as needed. | ✓ | | |
| 3 | 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. | ✓ | | |
| **TO BE PERFORMED AT EACH INSPECTION SERVICE** | | | | |
| 1 | Clean the filter with a vacuum or running water. | ✓ | | filter is clean |
| 2 | Clean or replace the vent screen. Note: if the PTAC unit is operated with the vent door closed, the vent screen does not need to be cleaned. | ✓ | | |
| 3 | Remove the front grille and clean it with a dampened cloth. | ✓ | | |
| 4 | Inspect the control panel door and plug. Repair deficiencies. | ✓ | | no deficiencies |
| 5 | Check the caulking around the PTAC wall sleeve to make sure all air and water openings are properly sealed. | ✓ | | caulking is good |
| 6 | Check that condensate drains properly. Remove any debris/blockages. | ✓ | | |
| 7 | Clean condenser coils with proper coil cleaner. | ✓ | | |
| 8 | Place drain pan cleaner tablet in the basepan to inhibit bacteria growth. | ✓ | ✓ | unit is not running at this time |
| 9 | Check clearance around the HVAC unit to ensure that the intake air and discharge air paths are not blocked or restricted | ✓ | | |
| 10 | 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

**Additional Notes:** unit is not running due to season when it starts up in the spring I will be able to do a complete p.m.

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

**SITE AND BLDG #:** NY030-01

**MECHANIC SIGNATURE:**

**DATE:** 3/13/19

**LOCATION/RM #:**

**WO#** 7924 **ASSET #** 4968/4699/4700

**START TIME:** 1:30pm

**FINISH TIME:** 2:30pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| | **SPECIAL INSTRUCTIONS** | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓ | | |
| 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 | Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels). | ✓ | | |
| 2 | Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information | ✓ | | no excessive corrosion noticed no rusted areas |
| 3 | Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor. | ✓ | | no leaks found |
| 4 | Check condition of cooling and reheat coils. Use fin comb if need to straighten fins. | ✓ | | coils are in good condition |
| 5 | Clean coils. Use detergent solution and warm water if coil is heavily soiled. | ✓ | | |
| 7 | Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear. | ✓ | | alignment is good |
| 8 | Check belt tension and condition. Adjust or replace as required. | ✓ | | |
| 9 | Replace pre-filters if needed. | ✓ | | |
| 10 | Replace final filter if needed. | ✓ | | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| | | YES | NO | |
| 11 | If applicable confirm the following:<br>i. Humidistat activates humidifier.<br>ii. Reheat coils activate properly.<br>iii. Discharge air temperature is set properly. | | ✓ | does not apply |
| 12 | Check and adjust vibration eliminator mountings if equipped. Repair or replace if required | ✓ | | |
| 13 | If applicable, clean and test condensate pump and alarm. | ✓ | | |

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:**