CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY070 Date of Visit: 5/20/19

Contractor Personnel on Site:

1. Patrick Brown
2. _____
3. _____
4. _____

Work Performed:

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

1. 8527FQ, 8699QT, 8751SA, 8531FQ, 8677QT, 8782SA
2. FILTERS, ENERGY RECOVERY VENTALATORS, WATER HEATER CAPS, SUMP PUMP
3. CHILLER, CONDENSERS, VAV, DEHUMIDIFIER, CIRCULATING PUMPS
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 5/20/19

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 AFOS Date: 5/20/19

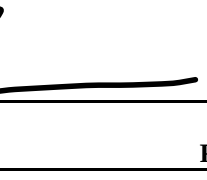
Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: NY070

MECHANIC SIGNATURE: 

DATE: 5/20/19

LOCATION/RM #:

WO# 8751

ASSET # 3181-3184

START TIME: 8am

FINISH TIME: 11am

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	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 excessive wear
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		L1 120.1 L2 120.1 L3 120.4
3	Tighten all electrical connectors/lugs to proper torque.	✓		all 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.	✓		all are tight
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		replaced all filters
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	✓		all work properly
8	Lubricate mechanical bearings and connections sparingly.	✓		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
10	Check coils for leaking, tightness of fittings.	✓		no leaks and fittings are tight
11	Use fin comb to straighten coil fins.	✓		fins are good
12	If applicable, clean strainer (annually).			
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	✓		tightened al belts
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.	✓		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
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.	✓		used Lucas heavy duty grease
20	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: HVAC Technician

Additional Notes: changed belts on asset# 3183-A46,

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR COOLED CHILLER, PACKAGE UNIT

SITE AND BLDG #: NY070

MECHANIC SIGNATURE:

DATE: 5/20/19

LOCATION/RM #:

WO# 8751

ASSET # 3209

START TIME: 11am

FINISH TIME: 12:30pm

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.	✓		
3	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	✓		
4	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.		✓	
5	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms. Forms tobe maintainted by technician in universal waste binder.		✓	
6	Recover, recycle, or reclaim the refrigerant as appropriate.		✓	
7	If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the item.		✓	
8	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		✓	
9	Refrigerant oils to be treated as hazardous waste.		✓	
10	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and all labels on refrigerant containers.	✓		
11	Remove access covers prior to accomplishing check points.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
CONDENSER				
1	Remove debris from air screen and clean underneath unit.	✓		debris have been removed
2	Pressure wash coil with proper cleaning solution.	✓		coil is clean
3	Straighten fin tubes with fin comb.	✓		fin tubes are straight

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
4	Check electrical wiring and tighten loose connections. Check fused disconnect switches for condition and operation.	✓		all wiring is tight fused disconnect looks good
5	Check mounting for tightness.	✓		all mounts are tight
6	Check for corrosion. Clean and treat with inhibitor as needed.	✓		no corrosion
7	Check fan or blower for bent or damaged blades and imbalance.	✓		no damage or bent blades found
8	Lubricate shaft and motor bearings on fans and remove old or excess lubricant, if applicable.		✓	hermetic compressor
9	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multi-belt drives should be replaced with matched sets.		✓	hermetic compressor
	EVAPORATOR			
1	Inspect evaporator for any obvious deficiencies.	✓		no obvious deficiencies
2	Inspect plumbing, valves and flanges for leaks and correct as needed.	✓		no leaks found
	COMPRESSOR(S)			
1	Lubricate drive coupling, if applicable.		✓	no Drive coupling
2	Lubricate motor bearings (non-hermetic), if applicable.		✓	hermetic compressors
3	Check bearrings for vibrations or unuasual noises.	✓		no unusual noises
4	Leak test unit with soap test or electronic device.	✓		no leaks found
5	Check compressor oil level., if applicable.		✓	hermetic compressor
6	Run machine; check action of controls, relays, switches, etc. to see that: a. Compressor(s) run at proper settings. b. Suction and discharge pressures are proper.	✓		machine runs at proper setting suction and discharge pressures are good
7	Check vibration eliminators. Replace as necessary.	✓		vibration eliminators are in good shape
8	Check safety controls for high pressure cut off.	✓		
	CONTROLS			
1	Confirm chiller is operating through building automation.	✓		

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To be perfomed by: HVAC Technician
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OUTDOOR CONDENSING UNIT

SITE AND BLDG #: NY070

MECHANIC SIGNATURE:

DATE: 5/20/19

LOCATION/RM #:

WO# 8751

ASSET # 3226-3229

START TIME: 12:30pm

FINISH TIME: 1:15 pm

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 outage of unit with personnel in area the unit serves.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓	equipment was not disposed of
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Remove debris from air screen and clean underneath unit.	✓		debris have been removed
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		coils are clean
3	Straighten fin tubes with fin comb, as needed.	✓		fin tubes are straight
4	Check electrical connections for tightness.	✓		all electrical connections are good
5	Check mounting base for tightness.	✓		mounting is good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		no excessive noise unbalanced or bent blades
7	Inspect all piping for leaks and tighten loose connections.	✓		no leaks found all connections are tight
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		no burned insulation on wires are tight
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		✓	unable to access room
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		unit is in good condition
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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY070

MECHANIC SIGNATURE:

DATE: 5/20/19

LOCATION/RM #:

WO# 8751

ASSET # 3351/3353/3354

START TIME: 8am

FINISH TIME: 11am

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.	✓		
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 all moving components for proper lubrication. Apply lubrication where required.	✓		all are properly lubricated
2	Check dampers to ensure they open and close properly.	✓		dampers opned and closed properly
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	✓		fan belts are good now
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓		all are clean
5	Check, clean, and/or replace both internal and external filters as necessary.	✓		all 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 discription of the deficiency.

To be perfomed by: HVAC Technician

Additional Notes: asset# 3353 - A42, 2 belts Asset# 3354- A38,2 belts

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: NY070

MECHANIC SIGNATURE:

DATE: 5/20/19

LOCATION/RM #:

WO# 8751 **ASSET #** 4742/4784

START TIME: 2pm

FINISH TIME: 2:20pm

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.	✓		
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	If EMS system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper linkage for tightness and lightly lubricate.	✓		linkage is good
3	If required, inspect dampers for free movement.	✓		dampers move freely
4	If required, inspect actuators for tightness to mounting brackets.	✓		they are all tight
5	As needed, tighten electrical connections to servo motor.	✓		electrical connections are good
6	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		unit is in good condition

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DEHUMIDIFIER

SITE AND BLDG #: NY070

MECHANIC SIGNATURE:

DATE: 5/19/20

LOCATION/RM #:

WO# 8751

ASSET # 5061

START TIME: 2:20pm

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.	✓		
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 water inlet and outlet for any leaks, repair as needed.	✓		no leaks
2	Clean and/or replace filter as needed.	✓		filters are cleaned
3	If applicable, check hours per usage, replace tanks's as needed.	✓		unable to check hours tanks 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: