

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Contractor Personnel on Site:

1. _____	3. _____
2. _____	4. _____

**Work Performed:**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

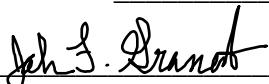
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

To be signed by Facility Manager:

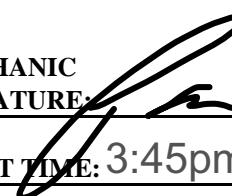
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **NY070**MECHANIC  
SIGNATURE: DATE: **5/20/19**

LOCATION/RM #:

**WO# 8782****ASSET # 3231-3235**START TIME: **3:45pm**FINISH TIME: **4:30pm**

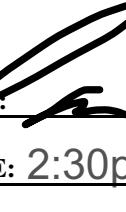
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) 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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓	/	all debris have been removed
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	/	coil is clean
3	Straighten fin tubes with fin comb, as needed.	✓	/	fin tubes are straight
4	Check electrical connections for tightness.	✓	/	electrical connections are tight
5	Check mounting base for tightness.	✓	/	mounting base is good
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	/	fan blades are good
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.	✓	/	insulation is good no burned switches
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.	✓	/	units are in good shape
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**  
**ENERGY RECOVERY VENTILATOR**

SITE AND BLDG #: **NY070**MECHANIC  
SIGNATURE: DATE: **5/20/19**LOCATION/RM #: **WO# 8782 ASSET # 3352**START TIME: **2:30pm**FINISH TIME: **3pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check all moving components for proper lubrication. Apply lubrication where required.	✓	/	all moving components are properly lubricated
2	Check dampers to ensure they open and close properly.	✓	/	dampers open and close properly
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	✓	/	fan belts are all good now
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	✓	/	Fasteners are clean
5	Check, clean, and/or replace both internal and external filters as necessary.	✓	/	all filters have been 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**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: **NY070**MECHANIC  
SIGNATURE: DATE: **5/29/19**LOCATION/RM #: **WO# 8782 ASSET # 3361/3362**START TIME: **3pm**FINISH TIME: **3:15**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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	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.	✓	—	
<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.	✓	—	used Lucas heavy duty Grease
2	Inspect couplings and check for any pump seal leaks.	✓	—	no pump seal leaks
3	Check motor mounts and vibration pads	✓	—	motor mounts and vibration pads are good
4	Tighten all pump flanges.	✓	—	flanges are all tight
5	Visually check pump alignment and coupling	✓	—	pump alignment looks 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:**