CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: NY010 Date of Visit: 5/17/19

Contractor Personnel on Site:

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

Work Performed:

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

1. 8499FQ, 8574MO, 8662QT, 8803SA,
2. FILTERS, LIGHTING, WATER HEATER, SUMP PUMP, AIR HANDLER FILTERS,BLOWERS
3. ENERGY RECOVERY WHEEL, PTAC, DEHUMIDIFIER
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Bill Davis Date: 5/17/19

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: Crystal Records Date:5/17/19cry

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: NY010

MECHANIC SIGNATURE: [signature]

DATE: 5/17/19

LOCATION/RM #:

WO# 8803

ASSET # 3069-3072 3205/3206

START TIME:

FINISH TIME:

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.	X		
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.	X		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades and moving parts for cracks and excessive wear.	X		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	X		L1_____ L2_____ L3_____
3	Tighten all electrical connectors/lugs to proper torque.	X		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	X		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	X		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	X		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	X		
8	Lubricate mechanical bearings and connections sparingly.	X		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	X		
10	Check coils for leaking, tightness of fittings.	X		
11	Use fin comb to straighten coil fins.	X		
12	If applicable, clean strainer (annually).	X		
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.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	X		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	X		
16	Check and test freezestat for proper operation	X		
17	Vacuum interior of unit.	X		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	X		
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.	X		
20	Clean up work area.	X		

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:

D DAMPER ARE CLOSED FOR S/A.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ENERGY RECOVERY VENTILATOR

SITE AND BLDG #: NY010

MECHANIC SIGNATURE: [signature]

DATE: 5/17/19

LOCATION/RM #:

WO# 8803

ASSET # 3355/3356

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	Y		
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.	Y		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check all moving components for proper lubrication. Apply lubrication where required.	X		
2	Check dampers to ensure they open and close properly.		X	DAMPERS ARE CLOSED
3	Check all fan belts for wear, tension, alignment, and dirt accumulation.	X		
4	Check fan wheels and fasteners for oil and dust accumulation and clean as necessary.	X		
5	Check, clean, and/or replace both internal and external filters as necessary.		X	NO FILTERS OR FILTER RACK.

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

OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)

SITE AND BLDG #: NY010

MECHANIC SIGNATURE:

DATE: 3/17/19

LOCATION/RM #:

WO# 8803 **ASSET #** 3375

START TIME:

FINISH TIME:

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.	X		
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	X		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).	X		
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	X		
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.	X		
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	X		
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	X		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	X		
8	Check belt tension and condition. Adjust or replace as required.	X		
9	Replace pre-filters if needed.	X		
10	Replace final filter if needed.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.	X		
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required	X		
13	If applicable, clean and test condensate pump and alarm.	X		

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To be perfomed by: HVAC Technician
Additional Notes: