

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 8/21/20

Contractor Personnel on Site:

1. <u>PATRICK BROWN</u>	3. _____
2. _____	4. _____

Work Performed:

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

1. WO'S 9663-9665PMA, 9709PMQ, 9725-9726PMS,9666-9667PMA,9691PMM
2. 9708PMQ, 9727 PMS
3. BOILERS, BYPASS FEEDER, EXPANSION TANKS, GLYCOL MAKE UP UNITS, HEATERS,
4. KITCHEN EQUIP, EXIT SIGNS, VAV, DDC CIRCULATING PUMPS, KEY PAD, AIR COMPRESSOR
5. LIGHTING

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 8/21/20

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: Mike Mosseman AFOS Date: 8/21/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: **NY127-01**

LOCATION/RM #: **WO# 9707 ASSET # 190917-603**
190917-626
190917-627

MECHANIC
SIGNATUREDATE: **8/21/20**START TIME: **8:30am**FINISH TIME: **8:45am**

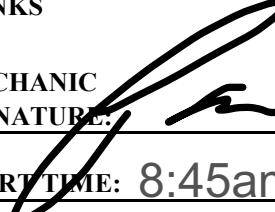
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check physical condition of feeder. Clean and/or repair as needed.	✓		feeder is in good condition
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.	✓		valves function properly

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXPANSION TANKS

SITE AND BLDG #: **NY127-01**MECHANIC
SIGNATURE: DATE: **8/21/20**

LOCATION/RM #: **WO# 9707 ASSET # 191907-622
190917-625**

START TIME: **8:45am**FINISH TIME: **9am**

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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Examine exterior of tank including fittings and valves for leaks, signs of corrosion, and correct as needed.	✓		
2	If applicable, Check sight glass, insure level is between 1/2 and 3/4 sight glass. Correct as needed.		✓	
3	If applicable, check tank pressure via schrader valve. Correct as needed.	✓		

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To be performed by: General Maintenance Worker

Additional Notes:

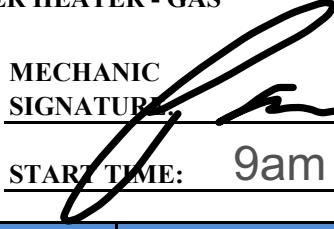
asset number 622 is bad and needs to be replaced I'm requesting a CM ticket to be opened for this



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: **NY127-01**

LOCATION/RM #: **WO# 9707** ASSET # **190917-642**
190917-651
190917-652

MECHANIC
 SIGNATURE: 

DATE: **8/21/20**START TIME: **9am**FINISH TIME: **9:45am**

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"/>		
2	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>		
3	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>		drained water for several minutes
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	<input checked="" type="checkbox"/>		safety valve function properly
3	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>		all are tight
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	<input checked="" type="checkbox"/>		aquastat settings are correct
5	Clean water heater exterior.	<input checked="" type="checkbox"/>		
6	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>		all are good
7	Soap test for gas leaks, if leaks are found notify facility manager and AFOS immediately.	<input checked="" type="checkbox"/>		no gas leaks found
8	Clean up work area and remove trash.	<input checked="" type="checkbox"/>		

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ICE MAKER

SITE AND BLDG #: **NY127-01**MECHANIC
SIGNATURE: DATE: **8/21/20**

LOCATION/RM #:

WO# 9707ASSET # **190917-645**START TIME: **9:45am**FINISH TIME: **11am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	✓	/	
2	Only approved cleaning chemicals shall be used.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	/	no deficiencies noted
2	Visually check for refrigerant, oil and water leaks.	✓	/	no oil or water leaks
3	Inspect ice condition/size.	✓	/	ice is good
4	Clean air filter	✓	/	air filter is clean
5	As needed, drain and clean unit with proper ice machine cleaning solution. Drain and clean at a minimum of annually.	✓	/	unit was cleaned with solution
6	Check date on water filter, Replace as needed. Water filters should be changed annually at a minimum.	✓	✓	no water filter
7	Check and tighten any loose screw-type electrical connections.	✓	/	electrical connections are tight
8	Check all controls; adjust if necessary.	✓	/	controls are good
9	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.	✓	/	connection and dispensing valve are good
10	Check and clear ice machine draining system (drain vent, strainer, trap).	✓	/	drain system is clear
11	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.	✓	/	all are good
12	Clean motor, compressor, and condenser coil.	✓	/	compressor and condenser coil are

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **NY127-01**MECHANIC
SIGNATURE: DATE: **8/21/20**

LOCATION/RM #: **WO# 9707** **ASSET # 190917-659** **190917-660** **START TIME:** **10:00am** **FINISH TIME:** **10:30am**

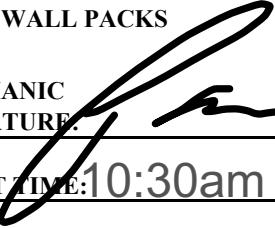
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	✓	/	
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	/	no deficiencies noted
2	Verify indicator light on; check compartment temperature.	✓	/	compartment temperature is correct
3	Examine evaporator for proper clearances/slope and air flow.	✓	/	evaporator is correct
4	Examine handles, hinges and tightness of door closure.	✓	/	all are good
5	Examine safety door release and fan shut down safety switch.	✓	/	safety switch function properly
6	Inspect lighting for burnt out lamps. Replace if required.	✓	/	no burnt-out lamps
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	/	evaporator coil is clean
8	Clean condenser coil and condensing unit section.	✓	/	condenser coil is clean
9	Clean and inspect defrost evaporation trays/pans.	✓	/	evaporator trays are good
10	Check operation of thermostats; calibrated as required.	✓	/	thermostats are correct
11	Check coil superheat and adjust to manufacturers recommendations.	✓	/	superheat is correct
12	Inspect and service all electric motors.	✓	/	
13	Check box floor for water or ice accumulation.	✓	/	no water or ice accumulation
14	Clean up area and note any deficiencies.	✓	/	no deficiencies noted

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **NY127-01**MECHANIC
SIGNATURE: DATE: **8/21/20**

LOCATION/RM #:

WO# 9707ASSET # **190917-686**START TIME: **10:30am**FINISH TIME: **11am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects, note needed repairs	✓	/	no structural defects
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket	✓	/	lights function properly
3	Clean exterior with dry cloth.	✓	/	
4	For Exit lights check for proper arrow direction.	✓	/	Arrow directions are proper
5	Make and/or recommend any needed repairs.	✓	/	no repairs needed

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To be performed by: General Maintenance Worker

Additional Notes: