

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 8/12/20

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 9522-9523 QT, 9524-9528QT, 9684M, 9692QT, 9709S, 9529-9531QT
2. REFRIGERATOR, WATER HEATERS, EMERGENCY LIGHTING, CIRC PUMP
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

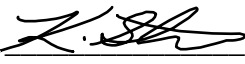
Print Name: Patrick Brown Date: 8/12/20

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: SFC KEVIN STEWART Date: 8/12/20

Signed: 

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DDC CONTROLLER

SITE AND BLDG #: NY013-01MECHANIC  
SIGNATURE: DATE: 8/12/20LOCATION/RM #: \_\_\_\_\_ WO# 9709 ASSET # 191907-119START TIME: 11:30amFINISH TIME: 11:45am

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"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	unit is in good condition
4	Check all fuses for evidence of heating or weakening.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	fuses are good
5	Check sytem for alarms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all alarms have been cleared
6	Check all plug connections in the panel to ensure the plugs are fully seated.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all plug-in 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 discription of the deficiency.

To be performed by: HVAC Technician

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: NY013-01

MECHANIC  
SIGNATURE: 

DATE: 8/12/20

 LOCATION/RM #: RM 119    WO# 9709    ASSET # 190917-125  
 190917-126

START TIME: 11:45am

FINISH TIME: 12:45pm

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"/>	<input type="checkbox"/>	
2	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.-Report any leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	used Lucas heavy duty Grease
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no seal leaks
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	motor mounts and vibration pads are good
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	flanges are tight
5	Visually check pump alignment and coupling -Report unusual vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pump alignment is good
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electrical connection 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 performed by: General Maintenance Worker

**Additional Notes:**