

**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. PATRICK BROWN 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. _____

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 #: **NY013-01**MECHANIC
SIGNATURE: DATE: **8/12/20**LOCATION/RM #: **WO# 9709** ASSET # **191907-119** START TIME: **11:30am** FINISH 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.	(✓)		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	(✓)	(✓)	
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	(✓)	(✓)	
3	Check physical condition of the device. Shut off power to the unit. Vacuum any remaining dust. Turn power back on to the unit.	(✓)	(✓)	unit is in good condition
4	Check all fuses for evidence of heating or weakening.	(✓)	(✓)	fuses are good
5	Check system for alarms	(✓)	(✓)	all alarms have been cleared
6	Check all plug connections in the panel to ensure the plugs are fully seated.	(✓)	(✓)	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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: **NY013-01****190917-124**LOCATION/RM #: **RM 119** WO# **9709** ASSET # **190917-125****190917-126**MECHANIC
SIGNATURE: DATE: **8/12/20**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.	✓	/	
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	✓	/	
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	✓	/	used Lucas heavy duty Grease
2	Inspect couplings and check for any pump seal leaks.	✓	/	no seal leaks
3	Check motor mounts and vibration pads	✓	/	motor mounts and vibration pads are good
4	Tighten all pump flanges.	✓	/	flanges are tight
5	Visually check pump alignment and coupling -Report unusual vibration	✓	/	pump alignment is good
6	Inspect electrical connections	✓	/	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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: