

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: WV 041

Date of Visit: 8/20/19

Contractor Personnel on Site:

1. Tony Grotjens
2. Jim Geertzen
3. _____

4. _____
5. _____
6. _____

Work Performed:

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

1. 10822
2. 10939
3. 10869
4. 10853

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Grotjens

Date: 9-20-19

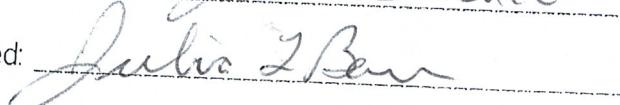
Signed: 

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: Julia L. Barr

Date: 2019 09 20

Signed: 

E-Mail:

OTHER RECURRING SERVICES CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FacID/Building: WV 041 Date of Visit: 9/20/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geistges
3. _____
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 10756
2. _____
3. _____
4. _____

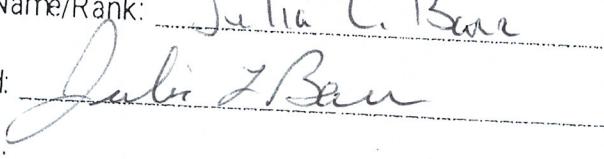
CERTIFICATION OF WORK

To be signed by the Contractor:

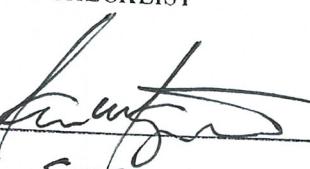
Print Name: Jim Geistges Date: 9-20-19
Signed: 

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: Julia L. Baer Date: 20190920
Signed: 
E-Mail: Julia.L.Baer@wvstate.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: WV 091-01LOCATION/RM #: Kitchen WO# 10822 ASSET # 7487MECHANIC
SIGNATURE: DATE: 9/20/19START TIME: 800FINISH TIME: 810

CHECK ITEM	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES/ACTIONS	
			Y/M/D	IN NO.
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.	/		
3	Insure proper grease disposal.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	/		
2	Remove lid. If the trap is equipped with removable baffles, remove them.	/		
3	Make sure the flow restrictor on the inflow pipe is present.	/		
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	/		
5	Replace lid and baffles.	/		
6	Return (or fill) water to grease trap.	/		
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	/		

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 Technician

Additional Notes:



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **WV 041 -01**LOCATION/RM #: **Baker 2**WO# **10939**ASSET # **5159**MECHANIC
SIGNATURE:
START TIME: **8:55**DATE: **9/20/18**FINISH TIME: **8:25**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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 shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.
Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 10 Check coils for leaking, tightness of fittings.
- 11 Use fin comb to straighten coil fins as needed.

NA**NA****NA****NA****NA****NA****NA****NA****NA****NA****NA**

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

NA**NA****NA****NA****NA****NA****NA**

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: **WV 041 -0**
 LOCATION: **Barker Room** wa # **10839** asset # **5283**

MECHANIC
SIGNATURE:

DATE: **8/20/13**

START TIME: **825**

FINISH TIME: **830**

ITEM	DESCRIPTION	WORK COMPLETED		NOTES/ACTUALS
		YES	NO	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/		
3	Schedule work with operating personnel, as needed.	/		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/		
6	Replace defective control safeties (as work order) found while performing preventive maintenance.	/		NP
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/		
8	Check and clean all electrical contacts and pneumatic orifices.	/		
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/		NP
10	Check for bad indicator lights and gauges and replace as necessary.	/		NP
11	Test all controllers and set at proper set points.	/		NP
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

• General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

• Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

Barker Control Panel

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV 041-001

LOCATION: Barker Room

W# 10939 Asset # 5289

MECHANIC
SIGNATURE:

DATE:

9/20/19

START TIME:

FINISH TIME:

ITEM	DESCRIPTION	PAST COMPLETION		THIS MAINTENANCE	
		YES	NO	YES	NO
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		/		
3	Schedule work with operating personnel, as needed.		/		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/		
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.		/		
6	Replace defective control safeties (as work order) found while performing preventive maintenance.		/		
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		/		
8	Check and clean all electrical contacts and pneumatic orifices.		/		
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.		/		
10	Check for bad indicator lights and gauges and replace as necessary.		/		
11	Test all controllers and set at proper set points.		/		
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		/		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Panel

AC-1



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: **WV 041-01**LOCATION: **Baker Room west 10938 Asset # 5317**MECHANIC
SIGNATURE:DATE: **8/20/19**

START TIME:

FINISH TIME:

ITEM #	DESCRIPTION	PAST COMPLIANCE		DRAFT COMMENTS
		YES	NO	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
3	Schedule work with operating personnel, as needed.			
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
6	Replace defective control safeties (as work order) found while performing preventive maintenance.			
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
8	Check and clean all electrical contacts and pneumatic orifices.			
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
10	Check for bad indicator lights and gauges and replace as necessary.			
11	Test all controllers and set at proper set points.			
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Panel

HU - 1

BC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: WU 041-02

LOCATION/RM #: MEP

WO# 10756

ASSET # 7472

MECHANIC
SIGNATURE: *John*

DATE: 9/20/19

START TIME: 5:30

FINISH TIME: 6:00

ITEM NUMBER	DESCRIPTION OF MAINTENANCE	REGULAR MAINTENANCE	ROUTINE MAINTENANCE	SPECIAL INSTRUCTIONS	
				YRS	INCHES
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 and coordinate work with operating personnel.				
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.				
	TO BE PERFORMED DATE EACH SECTION SERVICE				
1	Open and tag switch.				
2	Inspect visual condition of wiring. Look for evidence of overheating.				
3	Check for proper light operation.				
4	Test operation of automatic switches/ time clock/ photocells if applicable.				
5	Inspect light pole and mounting devices for deficiencies.				
	If or any noted deficiency, takes pictures and open corrective maintenance ticket.				

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:

E K Dosh

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VEHICLE EXHAUST REMOVAL

SITE AND BLDG #: WU041-02

LOCATION/RM #: GMS

WO#/0869

ASSET # 8069

MECHANIC
SIGNATURE:

DATE:

9/20/19

START TIME:

840

FINISH TIME:

850

ITEM NUMBER	ITEM DESCRIPTION	BASIC COMPLETION		NOTES/REMARKS
		YES	NO	
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.			
3	Start and stop fan with local switch			
4	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.			
5	Inspect, adjust belts and pulleys. Replace belt as needed.			
6	Clean dampers, lubricate pivot points (annually) and inspect linkages for tightness.			
7	Inspect fan for bent blades, unbalance, excessive noise and vibration			
8	Clean fan as needed			
	Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.			
	Repair as needed			

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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV001-0

LOCATION/RM #: QM 1 WO# 10883

WQ# 10853

ASSET # 8245

MECHANIC
SIGNATURE

DATE:

8/21/8

START TIME:

845

FINISH TIME

900

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 shutdown with operating personnel, as needed.	/		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	/		
1	Check fan blades for dust buildup and clean if necessary.		NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		NA	
3	Tighten all electrical connectors to proper torque as needed.	/		
4	Check that the fan runs properly in all speeds as applicable.	/		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/		
7	Lubricate mechanical connections of dampers sparingly as applicable.		NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	+	
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins as needed.		NA	

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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

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