

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: MD 006

Date of Visit: 8/4/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertjens
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

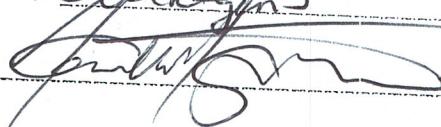
1. 10773
2. 10918
3. 10849
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Geertjens

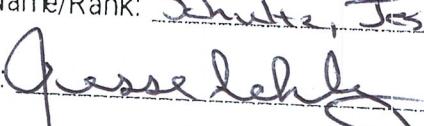
Date: 9-4-19

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: Schultz, Jesse ARA Date: 20190904

Signed: 

E-Mail:

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

Facility/Building: MD006-01 Date of Visit: 8/4/19

Contractor Personnel on Site:

1.	<u>Tony Lazarus</u>	4.	
2.	<u>Jim Geertgen</u>	5.	
3.		6.	

Work Performed:

Other Recurring Services

1.	<u>10741</u>
2.	
3.	
4.	

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tony Lazarus Date: 8/4/19  
Signed: Tony Lazarus

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: Schultz, Jesse ARA Date: 2019 09 04  
Signed: Quinton L. Schultz  
E-Mail: Quinton.Schultz@DOD.DOD.MIL

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

SITE AND BLDG #: MD 006-01

LOCATION/RM #: 2F WO# 10918 ASSET # 4704

MECHANIC  
SIGNATURE:

DATE:

8/8/18

START TIME:

830

FINISH TIME:

845

ITEM #	DESCRIPTION	PAST COMPLETED YES NO	NOTES/ACTIVITIES	
			SPECIAL INSTRUCTIONS	NOTES/ACTIVITIES
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work			
1	<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
2	Thoroughly inspect and clean interior and exterior of machine with wet/dry vacuum, (remove panels).	/		
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			
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.		MS	
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.	/		
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.	/		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.	/		
8	Check belt tension and condition. Adjust or replace as required.		NA	
9	Replace pre-filters if needed.		NA	DIRECT DRIVE
10	Replace final filter if needed.	/		
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.	/		
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required		NA	
13	If applicable, clean and test condensate pump and alann.		NA	

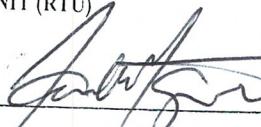
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

RTU -1

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

SITE AND BLDG #: MD806-01LOCATION/RM #: Roof WO# 10918 ASSET # 4757MECHANIC  
SIGNATURE: DATE: 8/4/18START TIME: 845FINISH TIME: 855

ITEM #	DESCRIPTION	SPECIAL INSTRUCTIONS	BASIC COMPLETION		NOTES/ACCUMULATIONS (IF BASIC COMPLETION IS CHECKED AND PROVIDED BY MECHANIC)
			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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work		/		
1	<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>		/		
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 chemical's Safety Data Sheet (SDS) for this information		/		
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.		/		
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.		/		
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.		/		
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.				
8	Check belt tension and condition. Adjust or replace as required.		/		
9	Replace pre-filters if needed.		/		
10	Replace final filter if needed.		/		
11	If applicable confirm the following: i. Humidistat activates humidifier ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.		/		
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required		/		
13	If applicable, clean and test condensate pump and alarm.		/		

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:

RTU - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

M0

006 -1

LOCATION/RM #:

WO# 10808

ASSET # 5163

MECHANIC  
SIGNATURE:  
T. S.

START TIME:

DATE:

8/4/10

FINISH TIME:

NOTES/ ACTIONS  
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

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.			
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.			

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.

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:

Co. 2  
ED

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

SITE AND BLDG #: **MD 806-01**LOCATION/RM #: **MCP**WO# **10918**ASSET # **738C**MECHANIC  
SIGNATURE: *T. B. e*DATE: **3/26/18**START TIME: **0540**FINISH TIME: **0545** ✓

ITEM #	DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES
		ITEM #	INSTRUMENT	
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.		/	
4	TO BE PERFORMED AT EACH INSPECTION 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.		/	
	For 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:

*3* *fc* *and 4*