

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

FACID/Building: MD 006

Date of Visit: 3/5/19

Contractor Personnel on Site:

1. Tony Lorenz
2. Jim Grentges
3. Scott Warr

- 4.
- 5.
- 6.

Work Performed:

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

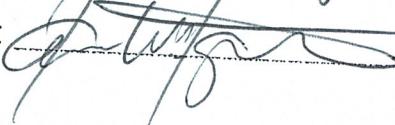
1. 7657
2. 7942
3. 7809
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Grentges

Date: 3-5-19

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: Jesse Schulte, ARA Date: 2019 03 05

Signed: 

E-Mail:

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

FacID/Building: MD006 Date of Visit: 3/5/19

Contractor Personnel on Site:

1. Tony Lazaros
2. Jim Geertgens
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 7593
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-5-19

Signed: Jim Geertgens

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:

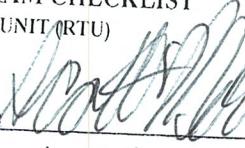
Print Name/Rank: Jesse Schultz, ARA Date: 20190305

Signed: Jesse Schultz

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

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

SITE AND BLDG #: MD006 -0  
 LOCATION/RM #: Refuge WO# 7942 ASSET # 4704

MECHANIC  
SIGNATURE: DATE: 3/6/19START TIME: 10:15FINISH TIME: 10:30

| ITEM # | DESCRIPTION   | PAST (COMPLETED)                    | NOTES/ACTIONS<br>(DETAILED COMMENTS OR FOLLOW-UP PROBLEMS/RECOMMENDATIONS) |
|--------|---|-------------------------------------|--|
|        |   |                                     |  |
| 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.  | <input checked="" type="checkbox"/> |  |
| 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  | <input checked="" type="checkbox"/> |  |
| 1      | Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).  | <input checked="" type="checkbox"/> |  |
| 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 | <input checked="" type="checkbox"/> |  |
| 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.   | <input checked="" type="checkbox"/> |  |
| 4      | Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.   | <input checked="" type="checkbox"/> |  |
| 5      | Clean coils. Use detergent solution and warm water if coil is heavily soiled.   | <input checked="" type="checkbox"/> |  |
| 7      | Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.  | <input checked="" type="checkbox"/> | N/A Too cold   |
| 8      | Check belt tension and condition. Adjust or replace as required.  | <input checked="" type="checkbox"/> | N/A Direct Drive   |
| 9      | Replace pre-filters if needed.  | <input checked="" type="checkbox"/> | WASHED   |
| 10     | Replace final filter if needed.   | <input checked="" type="checkbox"/> |  |
| 11     | If applicable confirm the following:<br>i. Humidistat activates humidifier.<br>ii. Reheat coils activate properly.<br>iii. Discharge air temperature is set properly.   | <input checked="" type="checkbox"/> |  |
| 12     | Check and adjust vibration eliminator mountings if equipped. Repair or replace if required  | <input checked="" type="checkbox"/> | N/A Too cold 10° outside   |
| 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

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

SITE AND BLDG #: MDO06-01LOCATION/RM #: Roof top WO# 7842 ASSET # 4707MECHANIC  
SIGNATURE: ScalDATE: 3/5/12START TIME: 10:30FINISH TIME: 10:45

| ITEM #  | DESCRIPTION   | TASK COMPLETED |     | NOTES/ACTIONS<br>(DETAILED COMMENTS OR CHARGES TO 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   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.   |                | ✓   |  |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                |     |  |
| 1   | 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.   | ✓              |     |  |
| 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.  | ✓              | N/A | Too cold   |
| 8   | Check belt tension and condition. Adjust or replace as required.  | ✓              | N/A | Direct Drive   |
| 9   | Replace pre-filters if needed.  | ✓              |     | Washed   |
| 10  | Replace final filter if needed.   | ✓              |     |  |
| 11  | If applicable confirm the following:<br>i. Humidistat activates humidifier.<br>ii. Reheat coils activate properly.<br>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.  |                | N/A | Too cold 10° outside   |

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 #: *MD 006-01*LOCATION/RM #: *Menus Room* WO# *7842*ASSET # *509*MECHANIC  
SIGNATURE: *Tony*DATE: *3/1/18*

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:

*Under**Warranty*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: **MDOOG -01**LOCATION/RM #: **WOMENS WO# 7842**ASSET # **5104**MECHANIC  
SIGNATURE: **Tor**DATE: **3/5/13**

START TIME:

FINISH TIME:

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

K00-046CMI Management Inc.

- 15 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 16 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 17 Vacuum interior of unit.
- 18 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 19 Change the filter as needed with the correct size and type filter.
- 20 Insure that drain(s) are clear and running.
- 21 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. For To be performed by: General Maintenance Worker  
 Additional Notes:

**Under****Warrant**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: MD 006 - 01

LOCATION/RM #: Corridor WO# 7842

ASSET # 5101

MECHANIC  
SIGNATURE:

START TIME:

DATE:

3/6/11

FINISH TIME:

OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE<br>YES      NO | NOTES/ ACTIONS |
|-------------|--|------------------------------|----------------|
| 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:

Under

Warranty

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *MD 006-01*LOCATION/RM #: *111*WO# *7842*ASSET # *5106*MECHANIC  
SIGNATURE: *Tom E*

DATE:

*3/5/13*

START TIME:

FINISH TIME:

(OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE<br>YES      NO | NOTES/ ACTIONS |
|-------------|--|------------------------------|----------------|
| 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:

*Unlocked**6/14/13*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *MD 006 -01*LOCATION/RM #: *109*WO# *7842*ASSET # *5107*MECHANIC  
SIGNATURE: *JL*DATE: *3/5/19*

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE<br>YES      NO | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|------------------------|------------------------------|---|
|-------------|------------------------|------------------------------|---|

- 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:

*Under**Warranty*