

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: 5/2/19

Contractor Personnel on Site:

1. Tony Goren
2. Jim Geerger
3. Gary Betzel

- 4.
- 5.
- 6.

Work Performed:

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

1. 8506 E720
2. 8643
3. 8761
4. 8726

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Gary Betzel Date: 5-2-19

Signed: Gary Betzel

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 Schutte, AIA Date: 2019 05 02

Signed: Jesse Schutte

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: 5/2/19

Contractor Personnel on Site:

1. Tony Lazar
2. Jim Geertser
3. Gary Betzel
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 8585
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jesse Gary Betzel Date: 5-2-19

Signed: Jesse Gary Betzel

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: 2019 0502

Signed: Jesse Schultz

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: *MD 006-01*
 LOCATION/RM #: *105* WO# *8761* ASSET # *3105*

MECHANIC
 SIGNATURE: *Gary Beech* DATE: *5/2/18*
 START TIME: *11:31* FINISH TIME: *12:00*

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/AGREE
		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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.	✓		L1 <u>3.16</u> L2 <u>3.7</u> L3
3	Tighten all electrical connectors/lugs to proper torque.	✓		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.		✓	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.		✓	
8	Lubricate mechanical bearings and connections sparingly.	✓		
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.		✓	
12	If applicable, clean strainer (annually).		✓	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓	✓	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freezestat for proper operation		✓	
17	Vacuum interior of unit.		✓	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		
20	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 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: MD 006 - C

LOCATION/RM #: 105 WO# 8761 ASSET # 3117

MECHANIC
SIGNATURE: Lucy Bette

DATE: 5/2/19

START TIME: 11:30

FINISH TIME: 12:00

CIRCUMSTANTIAL DESCRIPTION		NOTES / ACTIONS (IF TASK IS COMPLETED, SIGNATURE AND PROVIDE EXPLANATION)	
ITEM	DESCRIPTION		YES
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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades and moving parts for cracks and excessive wear.	/	
2	Check running motor amperatures on all three phases (record in note column) note L1, L2, and L3 amp draws.	/	L1 3.1 L2 3.4 L3
3	Tighten all electrical connectors/lugs to proper torque.	/	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	/	
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/	
8	Lubricate mechanical bearings and connections sparingly.	/	
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.	/	
12	If applicable, clean strainer (annually).	/	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	/	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/	
16	Check and test freezestat for proper operation	/	
17	Vacuum interior of unit.	/	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/	
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	/	
20	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 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
Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: OUTSIDE WO# 8761 ASSET # 3327

MECHANIC
SIGNATURE: *J. G. Cole*

DATE: 5/2/10

START TIME: 17:25

FINISH TIME: 11:30

WORK ITEM	DESCRIPTION	PLANNED DURATION	SPECIAL INSTRUCTIONS		NOTES/CHANGES
			WORK ITEM	NOTES/CHANGES	
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 outage of unit with personnel in area the unit serves.				
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.				
5	Remove debris from air screen and clean underneath unit.				
6	Wash coil with coil cleaning solution - Rinse Thoroughly				
7	Straighten fin tubes with fin comb, as needed.				
8	Check electrical connections for tightness.				
9	Check mounting base for tightness.				
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.				
11	Inspect all piping for leaks and tighten loose connections.				
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.				
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.				
	Inspect unit for overall condition and recommend for replacement or other needed repairs.				
	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 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: MD 006 - 01

LOCATION/RM #: 0058-1

WO# 8761

ASSET # 3328

MECHANIC
SIGNATURE:*Henry B.*

DATE:

5/01/19

START TIME:

12:00

FINISH TIME:

12:30

ITEM NUMBER	DESCRIPTION/INSTRUCTIONS	SPECIAL INSTRUCTIONS		NOTES/REMARKS
		MAINTENANCE	INSPECTION	
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 outage of unit with personnel in area the unit serves.	/		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/		
	JOBS TO BE PERFORMED DURING INSPECTION SERVICE			
1	Remove debris from air screen and clean underneath unit.	/		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/		
3	Straighten fin tubes with fin comb, as needed.	/		
4	Check electrical connections for tightness.	/		
5	Check mounting base for tightness.	/		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/		
7	Inspect all piping for leaks and tighten loose connections.	/		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		
11	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 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:

*Not**CON**ED*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: MD 006 - d1

LOCATION/RM #: OUT 102 WO# 8761

ASSET # 3331

MECHANIC
SIGNATURE:

Gary Betzel

DATE: 5/6/19

START TIME:

12:00

FINISH TIME: 12:30

ITEMS	DESCRIPTION	SPECIAL INSTRUCTIONS	NOTES	
			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 outage of unit with personnel in area the unit serves.		/	
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.		/	
2	Wash coil with coil cleaning solution - Rinse Thoroughly		/	
3	Straighten fin tubes with fin comb, as needed.		/	
4	Check electrical connections for tightness.		/	
5	Check mounting base for tightness.		/	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		/	
7	Inspect all piping for leaks and tighten loose connections.		/	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		/	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		/	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		/	
11	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 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: MD 006-CLOCATION/RM #: Kitchen WO# 8761 ASSET # 3369MECHANIC
SIGNATURE:Hay Bulto

DATE:

5/2/13

START TIME:

12:30

FINISH TIME: 1:00

ITEM	DESCRIPTION	PERFORMED		NOTES/ACCTIONS
		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.		/	
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.		/	
NOTES/ACCTIONS				
4	Check thermostat settings to ensure the cooling and heating systems operating correctly.	/		
5	Tighten all electrical connections and measure voltage and current on motors.	/		
6	Check filters and clean or replace as necessary.	/		
7	Lubricate all moving parts.	/		
8	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	/		
9	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	/		
10	Clean evaporator and condenser air conditioning coils.	/		
11	Clean and adjust blower components to provide proper system airflow.	/		
12	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	/		

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
DEHUMIDIFIER

SITE AND BLDG #: *MD 006-01* MECHANIC SIGNATURE: *Greg Beebe* DATE: *5/2/18*
 LOCATION/RM #: *WO# 8761* ASSET # *5024* START TIME: *12:30* FINISH TIME: *1:00*

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.	/		
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	Check water inlet and outlet for any leaks, repair as needed.	/		
2	Clean and/or replace filter as needed.	/		
3	If applicable, check hours per usage, replace tanks 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 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: