

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: MD006

Date of Visit: 6/4/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Gertsen
3. Scott Berry

- 4.
- 5.
- 6.

Work Performed:

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

1.	<u>9131</u>	<u>9332</u>
2.	<u>9256</u>	<u>9444</u>
3.	<u>9296</u>	<u>9378</u>
4.	<u>9374</u>	

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gertsen

Date: 6-4-19

Signed: [Signature]

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: 6/4/19

Signed: Jesse Schulte

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

FacID/Building: MD 006 Date of Visit: 6/4/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertgens
3. Scott Werry
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 9224
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 6-4-19

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: Jesse Schutte ARA Date: 6/4/19

Signed: 

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 006-01

LOCATION/RM #:

WO# 9131ASSET # 3569MECHANIC  
SIGNATURE: Janet J.

DATE:

6/4/19START TIME: 830FINISH TIME: 835

CHECK POINT	CHECKPOINT DESCRIPTION	TASKS COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED 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	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	Clean unit, especially fan blades.	/		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	/		
3	Perform required lubrication and remove old or excess lubricant.	/		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	/		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	/		
6	Start unit and check for vibration and noise.	/		
7	Remove all trash and debris.	/		

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:

*EF - 13*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 006-01LOCATION/RM #: WO# 9131 ASSET # 3573MECHANIC  
SIGNATURE: DATE: 6/4/19START TIME: 8:30FINISH TIME: 8:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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	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	Clean unit, especially fan blades.	-		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	-		
3	Perform required lubrication and remove old or excess lubricant.	-		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	-		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	-		
6	Start unit and check for vibration and noise.	-		
7	Remove all trash and debris.	-		

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:

ER 14

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 066-01

LOCATION/RM #:

WO# 9131ASSET # 3574MECHANIC  
SIGNATURE: DATE: 6/4/19START TIME: 8:45FINISH TIME: 9:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES/ACTIONS		
			YES	NO	(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	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	Clean unit, especially fan blades.				
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.				
3	Perform required lubrication and remove old or excess lubricant.				
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.				
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.				
6	Start unit and check for vibration and noise.				
7	Remove all trash and debris.				

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:

EF - 15

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 006 - 01

LOCATION/RM #: WO# 9131 ASSET # 3578

MECHANIC  
SIGNATURE:

START TIME:

DATE:

6/4/19

9:00

FINISH TIME: 9:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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	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	Clean unit, especially fan blades.	✓		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	✓		
3	Perform required lubrication and remove old or excess lubricant.	✓		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	✓		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
6	Start unit and check for vibration and noise.	✓		
7	Remove all trash and debris.	✓		

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:

EF - 16

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MO 002-C,

LOCATION/RM #: WO# 9131 ASSET # 3599

MECHANIC  
SIGNATURE

START TIME: 9:15

DATE: 6/4/17

FINISH TIME: 9:30

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	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	Clean unit, especially fan blades.		/	
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.		/	
3	Perform required lubrication and remove old or excess lubricant.		/	
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.		/	
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.		/	
6	Start unit and check for vibration and noise.		/	
7	Remove all trash and debris.		/	

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:

EF - 31

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: *MD006-01*LOCATION/RM #: *WO# 9131 ASSET # 3604*MECHANIC  
SIGNATURE: *[Signature]*DATE: *6/4/19*START TIME: *9:15*FINISH TIME: *9:30*

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	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	Clean unit, especially fan blades.	/		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	/		
3	Perform required lubrication and remove old or excess lubricant.	/		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	/		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	/		
6	Start unit and check for vibration and noise.	/		
7	Remove all trash and debris.	/		

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:

*ER - 5A*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 006 -0,

LOCATION/RM #: WO# 9131 ASSET # 3610

MECHANIC  
SIGNATURE:

DATE:

START TIME: 9:30

6/1/19

FINISH TIME: 9:45

CHECK POINT	CHECK POINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		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	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	Clean unit, especially fan blades.		-		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.		-		
3	Perform required lubrication and remove old or excess lubricant.		-		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.		-		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.		-		
6	Start unit and check for vibration and noise.		-		
7	Remove all trash and debris.		-		

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:

EF - 21

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

SITE AND BLDG #: MD 006 - 01LOCATION/RM #: WO# 9131 ASSET # 3614MECHANIC  
SIGNATURE: DATE: 6/4/18START TIME: 9:45FINISH TIME: 10:00

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	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	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	Clean unit, especially fan blades.		/		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.		/		
3	Perform required lubrication and remove old or excess lubricant.		/		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.		/		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.		/		
6	Start unit and check for vibration and noise.		/		
7	Remove all trash and debris.		/		

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:

*EF - SA*