

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 Geertjes
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 Geertjes

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 Schultz ARA Date: 6/4/19

Signed: [Signature]

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: 6/4/19

Contractor Personnel on Site:

1. Tony Lozano

2. Jon Gerdner

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: Jon Gerdner

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 Schmitz ARA

Date: 6/4/19

Signed: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

MECHANIC
SIGNATURE: *[Signature]*

LOCATION/RM #: 101 WO# 9324

ASSET # 3872

START TIME: 1050

DATE: 6/4/19

FINISH TIME: 1055

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. 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.			

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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.

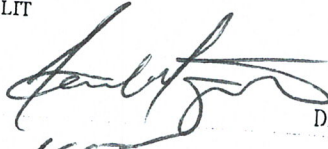
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 002-01

MECHANIC
SIGNATURE: 

DATE: 6/4/18

LOCATION/RM #: 101

WO# 9321

ASSET # 3973

START TIME: 1055

FINISH TIME: 1100

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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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.

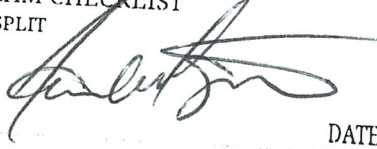
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To be performed by: General Maintenance Worker

Addit onal Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD006 -01

MECHANIC
SIGNATURE: 

DATE: 6/4/19

LOCATION/RM #: 102

WO# 9374

ASSET # 3974

START TIME: 1100

FINISH TIME: 1105

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.			

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- 18 Clean up work area.

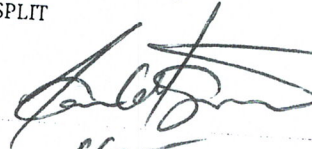
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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006 - 01

MECHANIC
SIGNATURE: 

DATE: 6/4/19

LOCATION/RM #: 102

WO# 9374

ASSET # 3989

START TIME: 1105

FINISH TIME: 1110

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.	✓		

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. ✓
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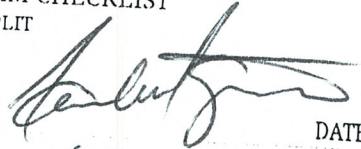
To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

MD 006-01

MECHANIC
SIGNATURE:


DATE:

6/4/19

LOCATION/RM #:

Kitchen

WO#

9374

ASSET #

4027

START TIME:

1110

FINISH TIME:

1115

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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