

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

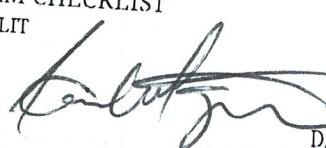
Signed: 

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: MD 006-01

LOCATION/RM #: 101 WO# 9374

ASSET # 3802

MECHANIC
SIGNATURE:


DATE:

START TIME: 1050

FINISH TIME:

6/4/13

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. | | | |
| 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. | ✓ | | PL |
| 9 | 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. | ✓ | | Nh |
| 10 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | ✓ | | |
| 11 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | | |
| 12 | Check coils for leaking, tightness of fittings. | ✓ | | |
| 13 | Use fin comb to straighten coil fins as needed. | ✓ | | PL |

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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.

PL
✓
✓
✓
✓
✓
✓
✓

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 #: *M2 006-01*LOCATION/RM #: *101*WO# *9374*ASSET # *3873*MECHANIC
SIGNATURE:
Janet J.

DATE:

6/4/18

START TIME:

1055

FINISH TIME:

*1100*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. | ✓ | | |
| 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. | ✓ | | <i>PL</i> |
| 9 | 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. | ✓ | | <i>PL</i> |
| 10 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | ✓ | | |
| 11 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | | |
| 12 | Check coils for leaking, tightness of fittings. | ✓ | | |
| 13 | Use fin comb to straighten coil fins as needed. | ✓ | | <i>PL</i> |

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. *PL*
- 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. *PL*
- 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
 Additonal Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: **MD006** -01LOCATION/RM #: **160**WO# **9374**ASSET # **3974**MECHANIC
SIGNATURE: *John*DATE: **6/4/19**START TIME: **1100**FINISH TIME: **1105**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES NO | NOTES/ ACTIONS (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. **✓**
- 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. Lubricate mechanical connections of dampers sparingly as applicable. **✓**
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. **✓**
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing. **✓**
- 12 Check coils for leaking, tightness of fittings. **✓**
- 13 Use fin comb to straighten coil fins as needed. **✓**

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- 14 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. **✓**
- 15 Check rigid couplings for alignment on direct drives, and for tightness of assembly. **✓**
- 16 Vacuum interior of unit. **✓**
- 17 Check filter door for proper gasketing and air leaks. Correct as necessary. **✓**
- 18 Change the filter as needed with the correct size and type filter. **✓**
- 19 Insure that drain(s) are clear and running. **✓**
- 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 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
 Additonal Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

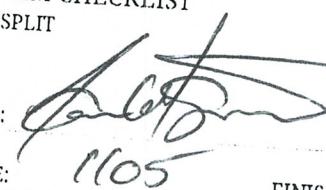
SITE AND BLDG #: MD 006 - 01

LOCATION/RM #: 102 WO# 9374

ASSET # 3887

MECHANIC
SIGNATURE:

START TIME:



DATE: 6/4/18

FINISH TIME: 1110

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES NO | NOTES/ ACTIONS (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. | ✓ | |
| 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. Lubricate mechanical connections of dampers sparingly as applicable. | ✓ | |
| 10 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | ✓ | |
| 11 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | ✓ | |
| 12 | Check coils for leaking, tightness of fittings. Use fin comb to straighten coil fins as needed. | ✓ | |
| 13 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | ✓ | |
| 14 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. | ✓ | |
| 15 | Vacuum interior of unit. | ✓ | |
| 16 | Check filter door for proper gasketing and air leaks. Correct as necessary. | ✓ | |
| 17 | Change the filter as needed with the correct size and type filter. | ✓ | |
| 18 | Insure that drain(s) are clear and running. | ✓ | |
| | Clean up work area. | ✓ | |

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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 #: MP 006 - 01

LOCATION/RM #: Kitchen WO# 9374

WO# 9374

ASSET # 4027

MECHANIC
SIGNATURE

DATE:

6/4/19

START TIME:

110

FINISH TIME:

1115

| 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. | PL | | |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | PL | | |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | PL | | |
| 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. | ✓ | | |
| 0 | Check coils for leaking, tightness of fittings. | ✓ | | |
| 1 | Use fin comb to straighten coil fins as needed. | PL | | |

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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