

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 Gendy

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 Gendy

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 Schmitz ARA

Date: 6/4/19

Signed: [Signature]

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: MD006-01

LOCATION/RM #: 115 WO# 9374 ASSET # 4363

MECHANIC

SIGNATURE: *[Signature]*

DATE: 6/4/19

START TIME: 1210

FINISH TIME: 1215

GENERAL MAINTENANCE

SPECIAL INSTRUCTIONS

NO.	DESCRIPTION	DATE	INITIALS
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.		
4	Check valve for full stroke operation in both directions, if applicable.		
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		
6	Clean the coil with vacuum cleaner.		
7	Comb the fins as needed.		
8	Clean all fans and motors.		
9	Check operation of controls and safeties.		
10	Lubricate as required.		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.		

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:



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

SITE AND BLDG #: MD 006 - 01

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 6/4/18

LOCATION/RM #: 104 WO# 9324 ASSET # 4463

START TIME: 1215

FINISH TIME: 1220

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. ✓
- 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 UNIT HEATER, HOT WATER

SITE AND BLDG #: MP006-61

LOCATION/RM #: 116 WO# 9374 ASSET # 4588

MECHANIC

SIGNATURE: *[Signature]*

DATE: 6/4/11

START TIME: 1220

FINISH TIME: 1230

GENERAL MAINTENANCE

SPECIAL INSTRUCTIONS

NO.	DESCRIPTION	DATE	INITIALS	REMARKS
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.			
4	Check valve for full stroke operation in both directions, if applicable.			
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
6	Clean the coil with vacuum cleaner.			
7	Comb the fins as needed.			
8	Clean all fans and motors.		NA	
9	Check operation of controls and safeties.			
10	Lubricate as required.			
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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:

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