

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
UNIT HEATER, HOT WATER

SITE AND BLDG #: MD006 - 01

LOCATION/RM #: 115 WO# 9374 ASSET # 9363

MECHANIC
SIGNATURE:

START TIME:

DATE: 6/4/18

FINISH TIME: 1215

ITEM	DESCRIPTION	PERIODIC INSPECTION		NOTES
		12M	24M	
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:


DATE: 6/4/18

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

START TIME: 1215

FINISH TIME: 1220

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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. ✓
- 7 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. ✓
- 8 Clean coils by brushing, blowing, vacuuming, or pressure washing. ✓
- 9 Check coils for leaking, tightness of fittings. ✓
- 10 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 #: MD006-61

LOCATION/RM #: 116 WO# 9374 ASSET # 4568

MECHANIC
SIGNATURE:

START TIME:

7/2 20

DATE:

6/4/10

FINISH TIME:

1230

ITEM	DESCRIPTION	UNITS	QUANTITY	SPECIAL INSTRUCTIONS		TO BE PERFORMED DATE	INSPECTION SERVICE
				ITEM	QTY		
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:

3 PC