

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 Schmitz ARA Date: 6/4/19

Signed: 

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *MD 006-003*LOCATION/RM #: *3*WO# *9378*ASSET # *3995*MECHANIC
SIGNATURE: *Farley*DATE: *6/4/15*START TIME: *100*FINISH TIME: *110*

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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: M1 006-03

MECHANIC
SIGNATURE:

LOCATION/RM #: WO# 9378

DATE: 6/4/19

ASSET # 3886

START TIME:

FINISH TIME:

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.	/		
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.	/		NA
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.	/		NA
7	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:

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