

CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA 003

Date of Visit: 3/7/19

Contractor Personnel on Site:

1. Tony Luzzini

2. Jim Geertgen

3. Scott Werry

4. _____

5. _____

6. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. 7710

2. 7951

3. 7791

4. 8001

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgen

Date: 3-7-19

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: SSG Brian Kitch

Date: 20190307

Signed: _____

E-Mail: _____

OTHER RECURRING SERVICES CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA 003

Date of Visit: 3/7/19

Contractor Personnel on Site:

1. Tony Cozzano
2. Jim Geertzen
3. Scott Wang

4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 7601
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertzen

Date: 3-7-19

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: SSG Brian Kirk

Date: 20190307

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 003-01

MECHANIC

SIGNATURE:



DATE:

3/2/19

LOCATION/RM #:

Computer

WO#

7951

ASSET #

5078

START TIME:

8:45

FINISH TIME:

9:00

| 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. | | N/A | |
| 3 | Tighten all electrical connectors to proper torque as needed. | | N/A | |
| 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. | | N/A | |
| 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. | | N/A | |

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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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

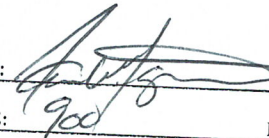
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

Pc 003-CU

MECHANIC

SIGNATURE:



DATE:

3/7/19

LOCATION/RM #:

045122 WO# 7951

ASSET # 5170

START TIME:

9:00

FINISH TIME:

9:00

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETED | | NOTES/ACTIONS (IF TASK COMPLETED, CHECKED, NO PROVIDE EXPLANATION) |
|---|--|----------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 outage of unit with personnel in area the unit serves. | | - | |
| 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 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | | - | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | - | | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | - | | |
| 3 | Straighten fin tubes with fin comb, as needed. | - | | |
| 4 | Check electrical connections for tightness. | | NA | |
| 5 | Check mounting base for tightness. | - | | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | - | | |
| 7 | Inspect all piping for leaks and tighten loose connections. | - | | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | - | | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | | | |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | | NA | |
| 11 | 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 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: HVAC Technician

Additional Notes:

MW1 Split CU

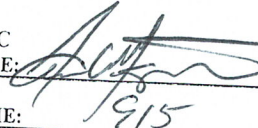
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

P-003-01

MECHANIC

SIGNATURE:



DATE:

3/7/19

LOCATION/RM #:

05310

WO#

7871

ASSET #

5171

START TIME:

915

FINISH TIME:

925

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETION | | NOTES/ACTIONS (IF TASK COMPLETED, CHECKING PROVIDE EXPLANATION) |
|---|--|-----------------|-----|--|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 outage of unit with personnel in area the unit serves. | / | | |
| 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 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | | N/A | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | / | | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | / | | |
| 3 | Straighten fin tubes with fin comb, as needed. | / | | |
| 4 | Check electrical connections for tightness. | / | N/A | |
| 5 | Check mounting base for tightness. | / | | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | / | | |
| 7 | Inspect all piping for leaks and tighten loose connections. | / | | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | / | | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | / | | |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | / | N/A | |
| 11 | 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 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: HVAC Technician

Additional Notes:

mini split CU

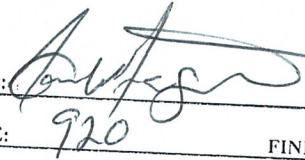
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

P-003-01

MECHANIC

SIGNATURE:



DATE:

3/2/19

LOCATION/RM #:

00312

WO#

7851

ASSET #

5222

START TIME:

920

FINISH TIME:

930

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETED | | NOTES/ACTIONS (IF TASKS ARE DISCREPANCY PROVIDE EXPLANATION) |
|---|--|----------------|-----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 outage of unit with personnel in area the unit serves. | - | | |
| 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 | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit. | | N/A | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove debris from air screen and clean underneath unit. | - | | |
| 2 | Wash coil with coil cleaning solution - Rinse Thoroughly | - | | |
| 3 | Straighten fin tubes with fin comb, as needed. | | N/A | |
| 4 | Check electrical connections for tightness. | - | | |
| 5 | Check mounting base for tightness. | - | | |
| 6 | Inspect fans for bent blades, unbalance, excessive noise and vibrations. | - | | |
| 7 | Inspect all piping for leaks and tighten loose connections. | - | | |
| 8 | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary. | - | | |
| 9 | Check supply air temperature to ensure unit is operating properly. If possible record room temperature. | - | | |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | | N/A | |
| 11 | 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 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: HVAC Technician

Additional Notes:

mini split CU

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P-003-01

MECHANIC
SIGNATURE:


DATE:

3/7/19

LOCATION/RM #: 104

WO# 7951

ASSET # 5247

START TIME:

945

FINISH TIME:

1010

| 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. Schedule shutdown with operating personnel, as needed. | — | — | |
| 2 | 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. | — | — | |
| 3 | Check fan blades for dust buildup and clean if necessary. | — | — | |
| 4 | When applicable, check fan blades and moving parts for cracks and excessive wear. | — | — | |
| 5 | Tighten all electrical connectors to proper torque as needed. | — | — | |
| 6 | Check that the fan runs properly in all speeds as applicable. | — | — | |
| 7 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | — | — | N/A |
| 8 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | — | — | N/A |
| 9 | 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. | — | — | N/A |

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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.

N/A

changed filter

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 discription of the deficiency. To be performed by: General Maintenance Worker

Additional Notes:

2 P

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

PA003-01

MECHANIC
SIGNATURE:


DATE:

3/7/19

START TIME:

930

FINISH TIME:

940

| ITEM # | DESCRIPTION | TASK COMPLETION | | NOTES/REMARKS |
|--|--|-----------------|-----|---------------|
| | | 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 | Read and understand the manufacturer's instructions before making any adjustments or calibrations. | | / | |
| 4 | Schedule work with operating personnel, as needed. | | / | |
| 5 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | / | | |
| 6 | Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed. | | / | |
| 7 | Replace defective control safeties (as work order) found while performing preventive maintenance. | / | | |
| (COPIED FROM PREVIOUS DATE) INSTRUCTIONS/NOTES | | | | |
| 1 | Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard. | | N/A | |
| 2 | Check and clean all electrical contacts and pneumatic orifices. | | N/A | |
| 3 | Check pneumatic tubing for leaks or damage. Repair or replace as required. | / | | |
| 4 | Check for bad indicator lights and gauges and replace as necessary. | | N/A | |
| 5 | Test all controllers and set at proper set points. | / | | |
| 6 | Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log. | | N/A | |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

BAS Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: PA 003-01

MECHANIC
SIGNATURE: *[Signature]*

DATE: 3/2/18

LOCATION: MLL Wc # 7957 Asset # 5260

START TIME: 945

FINISH TIME: 955

| ITEM # | CHECKPOINT DESCRIPTION | PASS/CONTINUE | | NOTES/REMARKS |
|--------|--|---------------|----|---------------|
| | | 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 | Read and understand the manufacturer's instructions before making any adjustments or calibrations. | | - | |
| 4 | Schedule work with operating personnel, as needed. | | - | |
| 5 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | | - | |
| 6 | Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed. | | - | |
| 7 | Replace defective control safeties (as work order) found while performing preventive maintenance. | | NA | |
| 1 | Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard. | | NA | |
| 2 | Check and clean all electrical contacts and pneumatic orifices. | | NA | |
| 3 | Check pneumatic tubing for leaks or damage. Repair or replace as required. | | NA | |
| 4 | Check for bad indicator lights and gauges and replace as necessary. | | NA | |
| 5 | Test all controllers and set at proper set points. | | NA | |
| 6 | Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log. | | NA | |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

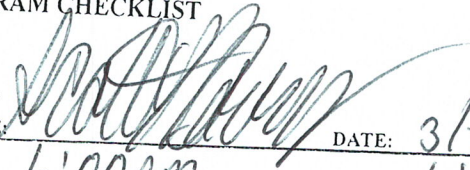
Additional Notes:

MLL Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #:

R2003-01

MECHANIC
SIGNATURE:


DATE: 3/7/19

LOCATION/RM #:

PARKING
lot

WO# 7951

ASSET # 7389

START TIME:

6:00AM

FINISH TIME:

6:15AM

| CHECK POINT | CHECK POINT DESCRIPTION | STATUS | | NOTES/ACTIONS |
|---|--|--------|----|---------------|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 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 and coordinate work 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. | | ✓ | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Open and tag switch. | ✓ | | |
| 2 | Inspect visual condition of wiring. Look for evidence of overheating. | ✓ | | |
| 3 | Check for proper light operation. | ✓ | | |
| 4 | Test operation of automatic switches/ time clock/ photocells if applicable. | ✓ | | |
| 5 | Inspect light pole and mounting devices for deficiencies. | ✓ | | |
| 6 | For any noted deficiency, takes pictures and open corrective maintenance ticket. | ✓ | | see below |

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 R
Power to All Poles lights not on At 6:00AM