

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 Lazzari
2. Jim Geertgens
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

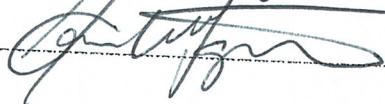
CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 3-7-19

Signed:



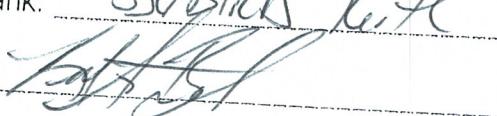
To be signed by Facility Manager:

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 BIRDS KILL

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: PC003- Date of Visit: 3/7/19

Contractor Personnel on Site:

1. Tony Gorenss
2. Jim Gergans
3. Scott Berry
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 Gergans Date: 3-7-19

Signed: Jim Gergans

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 BIDS K/H Date: 20190307

Signed: K/H

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P2003-01

LOCATION/RM #:

Computer

WO# 7951

ASSET # 5078

MECHANIC
SIGNATURE:

DATE:

3/2/18

START TIME:

8:45

FINISH TIME:

9:00

| 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.
- 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.

N/A
N/A

N/A

N/A

N/A

K00-046CMI Management Inc.

- 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

N/A

N/A

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
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *P 003-01*
 LOCATION/RM #: *OUT5102* WO# *7951* ASSET # *5170*

MECHANIC
SIGNATURE: *John*DATE: *3/1/18*START TIME: *9:00*FINISH TIME: *9:00*

| CHECK ITEM# | CHECK ITEM DESCRIPTION | TASK COMPLETED | | NOTES / ACTIONS (PRINTED OR TYPE IN FONTS ONLY) |
|--|--|----------------|----|--|
| | | 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 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. | / | | <i>NA</i> |
| 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. | / | | <i>PA</i> |
| 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. | / | | <i>NA</i> |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | / | | |
| 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:

*MNU**Split CU*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *P-003-01*LOCATION/RM #: *05101* WO# *7851* ASSET # *5171*MECHANIC
SIGNATURE: *Ac*DATE: *3/1/19*START TIME: *815*FINISH TIME: *925*

| CHECK ITEM# | CHECK ITEM DESCRIPTION | SPECIAL INSTRUCTIONS | | NOTES/ACCTIONS (DETAILED COMMENTS FOR THIS CHECKING PROVIDED BY MECHANIC) |
|--|--|----------------------|----|--|
| | | 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 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. | | / | <i>u/a</i> |
| 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. | | / | <i>N/A</i> |
| 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. | | / | <i>N/A</i> |
| 10 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | | / | <i>N/A</i> |
| 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*
 LOCATION/RM #: *00312* WO# *7851* ASSET # *5222*

MECHANIC
SIGNATURE: *John S.*DATE: *3/7/19*START TIME: *920*FINISH TIME: *930*

| CHECK ITEM | CHECK ITEM DESCRIPTION | SPECIAL INSTRUCTIONS | | NOTES/ACTIONS (BRIEFLY DESCRIBE FOR FURTHER INFORMATION) |
|--|--|----------------------|----|---|
| | | 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 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. | | / | <i>N/A</i> |
| TO BE PERFORMED DATE 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. | / | | |
| 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. | | | <i>N/A</i> |
| 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:

Mir. split CU

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 003-01*LOCATION/RM #: *104*WO# *7851*ASSET # *5247*MECHANIC
SIGNATURE:*Anton*DATE: *3/7/19*FINISH TIME: *1010*START TIME: *945*NOTES/ ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES / NO | NOTES/ ACTIONS |
|-------------|--|---------------------------|----------------|
| 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. | / | <i>N/A</i> |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | / | <i>N/A</i> |
| 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. | / | <i>N/A</i> |

K00-046CMI Management Inc.

- 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 description of the deficiency.
 To be performed by: General Maintenance Worker
 Additional Notes:

2 PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: PR 003 - OF
 LOCATION: Boiler room Wd # 7851 Asset # 5251

MECHANIC
SIGNATURE: John

DATE: 3/7/19
 FINISH TIME: 940

START TIME: 930

| ITEM # | CHECKPOINT DESCRIPTION | PASSED (COMPLETED) | | NOTES/AVAILABILITY | |
|--------|--|--------------------|----|--------------------|--------------------|
| | | YES | NO | NOTES/AVAILABILITY | NOTES/AVAILABILITY |
| 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. | | | | |
| | | NOTES/AVAILABILITY | | NOTES/AVAILABILITY | |
| 1 | Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard. | | | | |
| 2 | Check and clean all electrical contacts and pneumatic orifices. | | | | |
| 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. | | | | |
| 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. | | | | |

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

LOCATION: DRILL Wk # 7957 psct # 5260

MECHANIC
SIGNATURE:

DATE:

3/1/18

START TIME:

945

FINISH TIME:

955

| ITEM # | DESCRIPTION | PASSED/COMPLETED | | NOTES/EXCEPTIONS |
|--------|--|------------------|----|------------------|
| | | 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:

MIU Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: *PRO03-01*LOCATION/RM #: *PARKING lot* WO# *7951* ASSET # *7389*MECHANIC
SIGNATURE:

DATE:

*3/5/19*START TIME: *6:00AM*

FINISH TIME:

6:15AM

| CHECK ITEM | CHECKLIST DESCRIPTION | TASK COMPLETED | | NOTES / ACTIONS (DESCRIBE DEFICIENCIES AND 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. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2 | Schedule and coordinate work with operating personnel. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | <i>see below</i> | | |
| 1 | Open and tag switch. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Inspect visual condition of wiring. Look for evidence of overheating. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Check for proper light operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Test operation of automatic switches/ time clock/ photocells if applicable. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 | Inspect light pole and mounting devices for deficiencies. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 | For any noted deficiency, takes pictures and open corrective maintenance ticket. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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 P
Power to All Poles lights not on at 6:00AM*