

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

FACID/Building: P1003

Date of Visit: 6/6/19

Contractor Personnel on Site:

1. Tony Lozano
2. Jim Geertgen
3. Scott Werry

4. _____
5. _____
6. _____

Work Performed:

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

1. 9171 9223
2. 9283 9450
3. 9385
4. 9144

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgen

Date: 6-6-19

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 Bird Keith

Date: 20190606

Signed: _____

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

FACID/Building: P003 - G1

Date of Visit: 6/6/19

Contractor Personnel on Site:

- | | | | |
|----|--------------------|----|-------|
| 1. | <u>Tony Green</u> | 4. | _____ |
| 2. | <u>Jim Geelens</u> | 5. | _____ |
| 3. | <u>Scott Werry</u> | 6. | _____ |

Work Performed:

Other Recurring Services

- | | | |
|----|-------------|-------|
| 1. | <u>9228</u> | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geelens

Date: 6-6-19

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 Bird Keith

Date: 20190606

Signed: [Signature]

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P-003-01

LOCATION/RM #:

113

WO#

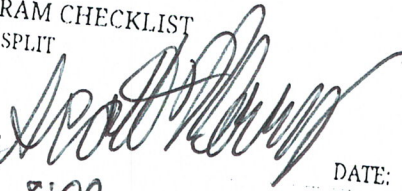
9388

ASSET #

4047

MECHANIC

SIGNATURE:



DATE:

6/8/18

START TIME:

8:00

FINISH TIME:

8:15

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.	✓	✓	N/A
1	Check that the fan runs properly in all speeds as applicable.	✓	✓	N/A
3	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	✓	N/A
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.	✓	✓	
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

- 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

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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: P1 003 - G1

LOCATION/RM #: 118 WO# 9388

ASSET # 4048

MECHANIC

SIGNATURE: *[Signature]*

DATE: 6/6/18

START TIME: 8:15

FINISH TIME: 8:30

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.	✓	N/A	
4	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
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.	✓		
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. ✓ N/A
- 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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P2 003-01

LOCATION/RM #:

11R

WO#

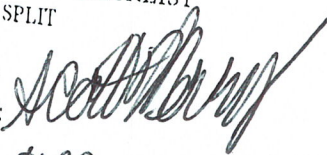
9385

ASSET #

4049

MECHANIC

SIGNATURE:



START TIME:

8:30

DATE:

6/6/18

FINISH TIME:

8:45

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.
- 1 Check that the fan runs properly in all speeds as applicable.
- 3 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.
- 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

- 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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA 003-01

LOCATION/RM #: 116 WO# 9385

ASSET # 4050

MECHANIC SIGNATURE: [Signature]

DATE: 2/6/19

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.	✓	✓	
3	Tighten all electrical connectors to proper torque as needed.	✓	N/A	
1	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
3	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
5	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.	✓	✓	
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	

12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A	
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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 003-01

LOCATION/RM #:

117

WO#

9385

ASSET # 9051

MECHANIC

SIGNATURE:



START TIME:

9:00

DATE:

2/6/18

FINISH TIME:

9:15

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.

N/A

- 1 Check that the fan runs properly in all speeds as applicable.
- 3 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.

N/A

- 3 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.
- 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

- 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.

N/A

- 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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 603-01

LOCATION/RM #:

117

WO#


938V

ASSET #

4052

MECHANIC

SIGNATURE:



DATE:

c/c 1/18

START TIME:

9:15

FINISH TIME:

9:30

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.
- 1 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.
- 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

- 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

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 003 - C1

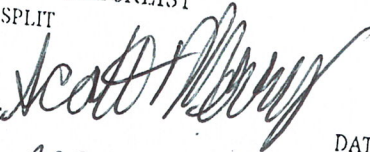
LOCATION/RM #:

118

WO#

9301

ASSET # 4053

MECHANIC
SIGNATURE:


DATE:

c/c 6/9

START TIME:

9:30

FINISH TIME:

9:45

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.	✓	N/A	
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	
1	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
3	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
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.	✓	N/A	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	N/A	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	N/A	
10	Check coils for leaking, tightness of fittings.	✓	N/A	
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.

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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pn 003-C1

LOCATION/RM #: 119

WO# 9386

ASSET # 4054

MECHANIC

SIGNATURE: [Signature]

DATE: 6/6/18

START TIME: 9:45

FINISH TIME: 10:00

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.	✓	N/A	
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	
1	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
3	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
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.	✓	✓	
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.

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.

Additional Notes: