

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

FACID/Building: Pr003

Date of Visit: 6/6/19

Contractor Personnel on Site:

1. Tony Lazaros
2. Jim Geertgens
3. Scott Wern
- 4.
- 5.
- 6.

Work Performed:

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

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

9223

9450

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 6-6-19

Signed: Jim Geertgens

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: Keith Bird

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

FacID/Building: Pro03 -01 Date of Visit: 6/6/19

Contractor Personnel on Site:

1. Tom Green
2. Tom Geerken
3. Scott Werry
- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 9228
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tom Geerken Date: 6-6-19

Signed: Tom Geerken

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: Keith Bird

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: 1A 003-01

LOCATION/RM #: 113 WO# 9385

ASSET # 4047

MECHANIC  
SIGNATURE: *John D. Murphy*

START TIME: 8:00

DATE: 6/6/18

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.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
6	Tighten all electrical connectors to proper torque as needed.	✓		N/A
7	Check that the fan runs properly in all speeds as applicable.	✓		N/A
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		N/A
9	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.	✓		
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

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

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 #:

Pn 003 - 61

LOCATION/RM #:

118

WO# 9388

ASSET # 4048

MECHANIC  
SIGNATURE:

Scott Miller

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.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		N/A
6	Tighten all electrical connectors to proper torque as needed.	✓		N/A
7	Check that the fan runs properly in all speeds as applicable.	✓		N/A
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		N/A
9	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.	✓		
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

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

✓

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 003-01

LOCATION/RM #: 11r

WO# 9385

ASSET # 4049

MECHANIC  
SIGNATURE: *John D. Bly*

DATE: 6/6/18

START TIME: 8:30

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.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	N/A	
6	Tighten all electrical connectors to proper torque as needed.	✓	N/A	
7	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
9	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.	✓		
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	

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 Ensure 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 #: *PF 003-0*LOCATION/RM #: *116*WO# *9381*ASSET # *4650*MECHANIC  
SIGNATURE: *Scott D. Brinkley*DATE: *6/6/19*FINISH TIME: *9:00*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES      NO	NOTES/ ACTIONS
			OF 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.	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.		N/A
6	Tighten all electrical connectors to proper torque as needed.	✓	
7	Check that the fan runs properly in all speeds as applicable.		N/A
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.		N/A
9	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.	✓	
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

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.

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 003-01

LOCATION/RM #: 117

WO# 938Y

ASSET # 9051

MECHANIC  
SIGNATURE: *John M. Dwyer*

START TIME: 9:00

DATE: 8/6/08

FINISH TIME: 9:15

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.	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.		N/A
6	Tighten all electrical connectors to proper torque as needed.	✓	N/A
7	Check that the fan runs properly in all speeds as applicable.		N/A
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A
9	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.	✓	
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

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 Ensure 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 003-01

LOCATION/RM #: 117

WO# 938V

ASSET # 4052

MECHANIC  
SIGNATURE: *Scot M. Dwyer*

START TIME: 9:15

DATE: 1/18/18

FINISH TIME: 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (OF 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.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
6	Tighten all electrical connectors to proper torque as needed.	✓		
7	Check that the fan runs properly in all speeds as applicable.	✓		
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		
9	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.	✓		
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.	✓		
14				
15				
16				
17				
18				

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.

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: P-003 -01

LOCATION/RM #: 118

WO# 83er

ASSET # 4053

MECHANIC  
SIGNATURE: *Scott H. May*

DATE: 6/6/09

DATE: 6/6/09

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.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	N/A	
6	Tighten all electrical connectors to proper torque as needed.	✓	N/A	
7	Check that the fan runs properly in all speeds as applicable.	✓	N/A	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	N/A	
9	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.	✓		
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	

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

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 #:

Pn

003-01

LOCATION/RM #:

119

WO# 9386

ASSET # 4654

MECHANIC  
SIGNATURE: *John D. Dwyer*

DATE: 6/6/18

FINISH TIME: 10:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (OF 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.		✓	
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
6	Tighten all electrical connectors to proper torque as needed.	✓		N/A
7	Check that the fan runs properly in all speeds as applicable.	✓		N/A
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		N/A
9	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.	✓		
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

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

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: