

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

FACID/Building: P1 011

Date of Visit: 3-8-19

Contractor Personnel on Site:

1. Tony Cazaros
2. Jim Geertgens
3. Scott Burch

- 4.
- 5.
- 6.

**Work Performed:**

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

1. 7688
2. 7771
3. 7991
4. 7820

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-8-19

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: De la Cruz Ramon E. Date: 2019 03 08

Signed: De la Cruz Ramon E.

E-Mail:

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

FACID/Building: 8001

Date of Visit: 3/8/19

Contractor Personnel on Site:

1. Tony (Crew)
2. Jim Geertgens
3. Scott (Crew)

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 7619
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-8-19  
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: De la Cruz Ramon E. Date: 20190308  
Signed: Ramón E. De la Cruz

E-Mail:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *Pr 011-01*LOCATION/RM #: *107* WO# *7881*ASSET # *5784*MECHANIC  
SIGNATURE: *[Signature]*DATE: *3/8/19*START TIME: *800*FINISH TIME: *810*

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.		/	<i>N/A</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		/	<i>N/A</i>
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.		/	<i>N/A</i>
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>

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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**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:

*Minisplit*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *P 011-001*LOCATION/RM #: *109*WO# *7921*ASSET # *5182*

MECHANIC

SIGNATURE: *[Signature]*DATE: *3/8/12*START TIME: *910*FINISH TIME: *920*

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.
- 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.

*NA*  
*NA*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *Pr Q11-01*LOCATION/RM #: *112* WO# *7981*ASSET # *5184*MECHANIC  
SIGNATURE: *John*START TIME: *920*DATE: *3/8/11*FINISH TIME: *930*

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.	NP	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	NP	
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.	NP	
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.	NP	

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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.

NP

NP

NP

NP

NP

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:

*M1P1*      *SPL/11*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *Pr 011-01*LOCATION/RM #: *113*WO# *7881*ASSET # *5187*MECHANIC  
SIGNATURE: *Johnston*DATE: *3/8/18*START TIME: *030*FINISH TIME: *940*

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.	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.	/		
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. *N/A*
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly */*
- 14 Vacuum interior of unit. *N/A*
- 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:

*MIN*      *SPL*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

LOCATION/RM #:

1/8 WO# 7

WO# 7551

ASSET # 5188

MECHANIC  
SIGNATURE

START TIME:

DATE:

3/8/19

950

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES      NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
			940	950
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.			
1	Use fin comb to straighten coil fins as needed.			

- 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.
- 8 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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *P-A011-01*LOCATION/RM #: *OUTSIDE* WO# *7881* ASSET # *5232*MECHANIC  
SIGNATURE: *John D. Miller*DATE: *3/8/19*START TIME: *8:00*FINISH TIME: *8:15*

CHECK ITEM	CHECK ITEM DESCRIPTION	BASIC COMPLETION		NOTES/ACTIONS (DESCRIPTIONS OF CHECKED NO PROVIDED)
		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.	✓		
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.	✓		
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 <i>Too cold to run 10°</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:

*Mr. SPLIT CU*