

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

FacID/Building: PF 001-01 Date of Visit: 6/7/19

Contractor Personnel on Site:

1. Tony Lanza
2. Jim Geertsen
3. _____
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 9237
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertsen Date: 6-7-19

Signed: Jim Geertsen

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: SGT DelaCruz Date: 6/7/19

Signed: Zachary C

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: Poc 11 Date of Visit: 6/7/19

Contractor Personnel on Site:

1. Tony Goren
2. Jim Gentgens
3. _____
4. _____
5. _____
6. _____

Work Performed:

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

1.	<u>9149</u>	<u>9086</u>
2.	<u>9272</u>	<u>9338</u>
3.	<u>9313</u>	<u>9451</u>
4.	<u>9379</u>	

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gentgens Date: 6-7-19

Signed: Jim Gentgens

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: Sgt De La Cruz Date: 6/7/19

Signed: Sgt De La Cruz

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: *Pr 091-01*LOCATION/RM #: *118* WO# *9149* ASSET # *3263*MECHANIC
SIGNATURE: *John G*DATE: *6/7/18*START TIME: *700*FINISH TIME: *700*

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
1	Clean unit, especially fan blades.	/		
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	/		
3	Perform required lubrication and remove old or excess lubricant.	/		
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	/		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	/		
6	Start unit and check for vibration and noise.	/		
7	Remove all trash and debris.	/		

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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: P 001-a

LOCATION/RM #: 113A WO# 9028

ASSET # 3997

MECHANIC
SIGNATURE:
John L. Baker

DATE:

6/1/18

START TIME:

8:45

FINISH TIME:

8:55

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.	/	/	
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.	/	/	

- 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.

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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
dditonal Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pn QSI-01*LOCATION/RM #: *113B* WO# *9378*ASSET # *3898*MECHANIC
SIGNATURE:
[Signature]

DATE:

6/2/18

START TIME:

*855*FINISH TIME: *900*

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.
- 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. Lubricate mechanical connections of dampers sparingly as applicable.
- 7 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.

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: P-011-01

LOCATION/RM #: 109

WO# 9329

ASSET # 3599

MECHANIC
SIGNATURE:
Barrett

DATE:

6/17/18

START TIME:

900

FINISH TIME:

910

CHECKPOINT	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.		✓	PL
5	When applicable, check fan blades and moving parts for cracks and excessive wear.		✓	PL
6	Tighten all electrical connectors to proper torque as needed.	✓		PL
7	Check that the fan runs properly in all speeds as applicable.			PL
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			PL
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.			PL
10	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		PL
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		PL
12	Check coils for leaking, tightness of fittings.	✓		
13	Use fin comb to straighten coil fins as needed.	✓		

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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.

PL
✓
✓
PL
PL
✓

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 011-01

LOCATION/RM #: 116

WO# 9379

ASSET # 4000

MECHANIC
SIGNATURE:

DATE:

6/2/19

START TIME:

9:00

FINISH TIME:

8:20

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. ✓
- 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. ✓

n/a

n/a

n/a

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- 14 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. ✓
- 15 Check rigid couplings for alignment on direct drives, and for tightness of assembly. ✓
- 16 Vacuum interior of unit. ✓
- 17 Check filter door for proper gasketing and air leaks. Correct as necessary. ✓
- 18 Change the filter as needed with the correct size and type filter. ✓
- 19 Insure that drain(s) are clear and running. ✓
- 20 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 #: *P-001-C1*LOCATION/RM #: *167* WO# *9329*ASSET # *4002*MECHANIC
SIGNATURE:
*John*START TIME:
*925*DATE: *6/7/18*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.	✓	
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.	✓	<i>n/a</i>
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.	✓	<i>n/a</i>
10	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	<i>n/a</i>
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.	✓	

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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. To be performed by: General Maintenance Worker
 Additonal Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: P101 -61

LOCATION/RM #: 111

WO# 9379

ASSET # 4003

MECHANIC
SIGNATURE:
John

DATE:

6/18

START TIME:

915'

FINISH TIME:

925

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.
- 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. Lubricate mechanical connections of dampers sparingly as applicable.
- 7 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 8 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 9 Check coils for leaking, tightness of fittings.
- 10 Use fin comb to straighten coil fins as needed.

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

Additional Notes: