

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

FACID/Building: PA 013

Date of Visit: 6/3/19

Contractor Personnel on Site:

1. Tony Czeros
2. Jim Geertgens
3. Scott Wern

- 4.
- 5.
- 6.

**Work Performed:**

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

1.	<u>9280</u>	<u>9320</u>
2.	<u>9315</u>	<u>9458</u>
3.	<u>9382</u>	
4.	<u>9189</u>	

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 6-3-19

Signed: Jim Geertgens

JK

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: Brandy Orris SART Date: 2019.06.03

Signed: Brandy Orris

E-Mail:

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

FacID/Building: Pr 013

Date of Visit: 6/3/19

Contractor Personnel on Site:

1. Tom Czerw
2. Jim Geertgens
3. Scott Berry

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

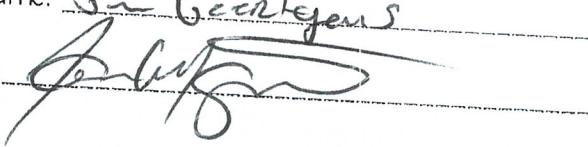
1. 9214
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 6-3-19

Signed: 

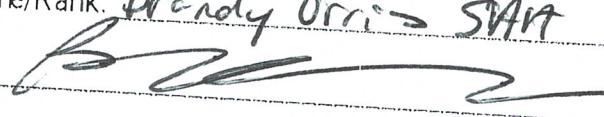


To be signed by Facility Manager:

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: Brandy Orris SRA

Date: 2019 06 03

Signed: 

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pr 013 -C1

LOCATION/RM #: 123

WO# 9382

ASSET # 4018

MECHANIC  
SIGNATURE:  
*J. L. Johnson*

START TIME: 8:30

DATE: 6/3/19

FINISH TIME: 8:40

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. 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.

N/A

✓/X

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.

✓/X

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:

JLC

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

SITE AND BLDG #: P1 013-01

LOCATION/RM #: 125

WO# 9382

ASSET # 9026

MECHANIC  
SIGNATURE: *John*

DATE: 6/3

START TIME: 8:40

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.		NA	
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.		NA	
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.		NA	
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. Use fin comb to straighten coil fins as needed.		NA	

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.

NA

NA

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:

*bc*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 013-07*LOCATION/RM #: *126*WO# *9382*ASSET # *7621*MECHANIC  
SIGNATURE:  
*John*START TIME:  
*9:00*DATE:  
*6/3/19*FINISH TIME:  
*9:15*

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. 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.

*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:

*hK*

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

SITE AND BLDG #: PA 013-01

LOCATION/RM #: 107

WO# 9382

ASSET # 4022

MECHANIC  
SIGNATURE: *Johnston*

DATE: 6/3/19

START TIME: 915

FINISH TIME: 930

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. Use fin comb to straighten coil fins as needed.

NP

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.

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:

BL

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #:

Pr 013-61

MECHANIC  
SIGNATURE:

START TIME:

940

DATE:

6/3/18

LOCATION/RM #:

Recess WO# 7382 ASSET # 4108

FINISH TIME:

950

ITEM	DESCRIPTION	TASK CODE	WHS	RHO	NOTES/REMARKS		
					SPECIAL INSTRUCTIONS		TO BE PERFORMED DATE EACH INSPECTION SERVICE
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.						
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	Check valve for full stroke operation in both directions, if applicable.						
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.						
6	Clean the coil with vacuum cleaner.						
7	Comb the fins as needed.						
8	Clean all fans and motors.						
9	Check operation of controls and safeties.						
10	Lubricate as required.						
11	Check all motors, belts, pulleys, shafts, etc. for alignment.						

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:

b/c

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, ELECTRIC

SITE AND BLDG #: PA -613 -01

MECHANIC  
SIGNATURE:

DATE:

LOCATION/RM #: 115 WO# 9382 ASSET # 4191

START TIME:

*Salter*

950

FINISH TIME:

6/3/19  
955

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
3	Check heater coils and associated piping for leaks or corrosion.	/		
4	Clean heating coil. Brush vacuum where accessible.	/		
5	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	/		NP
6	Inspect fan for bent blades, unbalance, excessive noise and vibration.	/		NP
7	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	/		
8	Verify proper control by modulating the thermostat through complete cycle.	/		
9	Inspect unit for proper operation.	/		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		

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: HVAC Technician

*BC*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, HOT WATER

SITE AND BLDG #: PR 013-01

LOCATION/RM #: 135 WO# 9382 ASSET # 4540

MECHANIC  
SIGNATURE

DATE: 6/3/17

START TIME:

FINISH TIME: 1010

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:

2 fe

3/11