

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: P1013

Date of Visit: 3/4/19

Contractor Personnel on Site:

1. Tony Lazzari
2. Jim Geertgens
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

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

1. 7705 7993
2. 7775
3. 7947
4. 7785

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 3-4-19

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: Richard T. Sam

Date: 4/4/19

Signed: Richard T. Sam

E-Mail: Richard.T.Sam@usgs.gov

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

FACID/Building: PA 013

Date of Visit: 3/4/19

Contractor Personnel on Site:

1. Tony Larson
2. Jim Gartgens
3. Scott Wern

- 4.
- 5.
- 6.

Work Performed:

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

1. 7574
- 2.
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gartgens Date: 3-4-19

Signed: Jim Gartgens

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: Nicholas T. Sogu Date: 4/19/19

Signed: ✓

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pr Q13-02

LOCATION/RM #:

6ms
264

WO# 7993

ASSET # 5181

MECHANIC
SIGNATURE:

DATE:

3/4/18

START TIME:

1015

FINISH TIME:

1030

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.	/	
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.	/	
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

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: