

CERTIFICATION OF WORK

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

FACID/Building: 92013

Date of Visit: 9/3/19

Contractor Personnel on Site:

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

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 10797 10945
2. 10832
3. 10921
4. 10837

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 9-3-19

Signed: [Signature]

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: Seyn

Date: 3 Sept 17

Signed: [Signature]

E-Mail:

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

FACID/Building: PA 013 - 01402 Date of Visit: 9/3/19

Contractor Personnel on Site:

1.	<u>Tony Lizaous</u>	4.	_____
2.	<u>Jim Geertjes</u>	5.	_____
3.	<u>Scott Werry</u>	6.	_____

Work Performed:

Other Recurring Services

1.	<u>10731</u>	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertjes Date: 9-3-19

Signed: [Signature]

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: SOYAK Date: 9-3-19

Signed: [Signature]

E-Mail: \_\_\_\_\_

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

SITE AND BLDG #:

Pa 013-02

LOCATION/RM #:


208

WO#

1684r

ASSET #

5181

MECHANIC  
SIGNATURE:


START TIME:

445

DATE:

9/13/18

FINISH TIME:

1000

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.		—	NA
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

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:

B/K