

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: PA 013 Date of Visit: 4-1-19

Contractor Personnel on Site:

1. <u>Tony Lazzari</u>	4. <u>Geny Belford</u>
2. <u>Jim Beertsen</u>	5. _____
3. <u>Scott Berry</u>	6. _____

Work Performed:

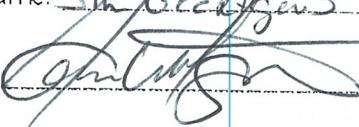
**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. <u>8262</u>
2. <u>8264</u>
3. _____
4. _____

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Beertsen Date: 4-1-19

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: Dick Sykes Date: 1 Apr 19

Signed: 

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: 4-1-19

Contractor Personnel on Site:

1. Tony Lemos
2. Jim Gentry
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

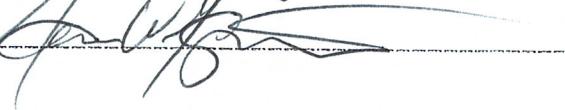
Other Recurring Services

1. 8350
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jay Gentry Date: 4-1-19

Signed: 

To be signed by Facility Manager:

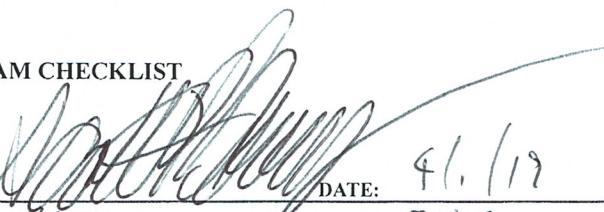
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: Rich Sayre Date: 1 Apr, 19

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**THERMOSTATS**

SITE AND BLDG #: PB 013-02MECHANIC  
SIGNATURE: DATE: 4/1/19LOCATION/RM #: 206 WO# 5264 ASSET # 5445START TIME: 8:00FINISH TIME: 8:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		✓	
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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		N/A	
2	Review all zone set points at the server.		N/A	
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	✓		
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓		
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		N/A	
6	If applicable, replace battery as needed.		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 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:

/      P.C.      Apr 05  
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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**THERMOSTATS**

SITE AND BLDG #: P-013-02

LOCATION/RM #: 206 WO# 8264 ASSET # 5451

MECHANIC  
SIGNATURE:

DATE:

START TIME: 8:15

FINISH TIME: 8:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		✓	
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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		✓	
2	Review all zone set points at the server.		✓/P	
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	✓		
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓		
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		✓/P	
6	If applicable, replace battery as needed.		✓/P	

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:

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**THERMOSTATS**

SITE AND BLDG #: *Pr 013-02*LOCATION/RM #: *Bay 1* WO# *8264* ASSET # *5736*MECHANIC  
SIGNATURE: *John D. Dill*DATE: *4/1/19*START TIME: *8:30*FINISH TIME: *8:45*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		✓	
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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		N/A	
2	Review all zone set points at the server.		N/A	
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.	✓		
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.	✓		
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.	✓	N/A	
6	If applicable, replace battery as needed.	✓		

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:

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
THERMOSTATS

SITE AND BLDG #: Prac 13-02LOCATION/RM #: Bry 3 WO# E264 ASSET # 6253MECHANIC  
SIGNATURE: Mark M. WolfDATE: 4/1/18START TIME: 8:45FINISH TIME: 9:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		✓	
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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If EMS (Energy Management System) exists, run the manufacturers diagnostic software for the wireless system. This diagnostic shall produce a report of all functional aspects of the wireless system indicating faults that should be addressed in this maintenance.		N/A	
2	Review all zone set points at the server.		N/A	
3	Inspect thermostat installation; ensure mounting is correct, fastened secure and that the thermostat is not blocked by equipment generating heat or furniture blocking air circulation.		✓	
4	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.		✓	
5	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		N/A	
6	If applicable, replace battery as needed.		✓	

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:

J R  
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Jen 5°  
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