

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

FACID/Building: Pa 017

Date of Visit: 3/21/19

Contractor Personnel on Site:

1. TONY Geras
2. Jim Geertgen
3. Scott Werry
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

1. 7720
2. 7988
3. 7822
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jay Geertgen Date: 3-21-19

Signed: Jay Geertgen

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: Leslie Ladd Date: 3/21/19

Signed: Leslie Ladd

E-Mail:

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

FacID/Building: PA 017-01 Date of Visit: 3/21/19

Contractor Personnel on Site:

1. Tony Grano
2. Jim Geertsen
3. Scott Berry
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 7617
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertsen Date: 3-21-19  
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: Leslie Loh Date: 3/21/19  
Signed: Leslie Loh

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

P2017 -01

LOCATION/RM #:

WO# 7988

ASSET # 5067

MECHANIC  
SIGNATURE:

START TIME:



DATE:

3/2/19

FINISH TIME:

820

CHECK ITEM	CHECK ITEM DESCRIPTION	BASIC COMPLIANCE		NOTES/ACTIONS (REASONS FOR DISCREPANCY)
		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 outage of unit with personnel in area the unit serves.	/		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	/		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/		
3	Straighten fin tubes with fin comb, as needed.	/		
4	Check electrical connections for tightness.	/		
5	Check mounting base for tightness.	/		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/		
7	Inspect all piping for leaks and tighten loose connections.	/		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/	/	too cold
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		
11	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 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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

PA012-01

LOCATION/RM #:

WO# 7988

ASSET # 5068

MECHANIC  
SIGNATURE:

START TIME:

820

DATE:

3/21/19

FINISH TIME:

830

CHECK ITEM	CHECK ITEM DESCRIPTION	BASIC COMPLETION		NOTES/ACTIONS (CHECK IF NOT CHECKED NO PROVIDED EVALUATION)
		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 outage of unit with personnel in area the unit serves.	✓		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		PM TO C-11
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	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 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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

Pr 017 ~01

LOCATION/RM #:

WO# 7988

ASSET # 5069

MECHANIC  
SIGNATURE:

DATE:

3/21/19

START TIME:

830

FINISH TIME:

890

CHECKPOINT	CHECKPOINT DESCRIPTION	BASIC COMPLIANCE		NOTES/ACTIONS (FOR ADDITIONAL INFORMATION, 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 outage of unit with personnel in area the unit serves.	✓		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓	~1.
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		✓	for Col 11
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	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 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:

Nor

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

P017-01

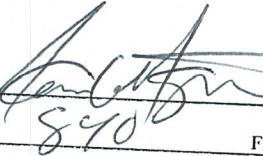
LOCATION/RM #:

WO# 7988

ASSET # 5070

MECHANIC  
SIGNATURE:

START TIME:



DATE:

3/21/19

FINISH TIME:

850

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (DETAILED COMMENTS CONCERNING PROVIDED INSPECTION)
		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 outage of unit with personnel in area the unit serves.	✓		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓	PL	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.	✓		
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	PL	too cold
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	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 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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *PR 017-01*LOCATION/RM #: *WO# 7988*ASSET # *5071*MECHANIC  
SIGNATURE:

START TIME:

  
 DATE: *3/21/19*  
*8:50*

FINISH TIME:

*9:00*

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (If task completed, check box to 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 outage of unit with personnel in area the unit serves.	/		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/		<i>u/a</i>
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove debris from air screen and clean underneath unit.	/		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/		
3	Straighten fin tubes with fin comb, as needed.	/		
4	Check electrical connections for tightness.	/		
5	Check mounting base for tightness.	/		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/		
7	Inspect all piping for leaks and tighten loose connections.	/		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/		<i>ok</i>
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		<i>for coil</i>
11	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 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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

Pr 017 -01

LOCATION/RM #:

WO# 7988

ASSET # 5072

MECHANIC  
SIGNATURE:

START TIME:

Jan 21/18  
900

DATE: 3/21/18

FINISH TIME: 910

CHECK ITEM	CHECK ITEM DESCRIPTION	TASK COMMITTEE		NOTES/ACTIONS (BEAN/COMPLETED/OUTSTANDING/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 outage of unit with personnel in area the unit serves.		/	
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		/	
TO BE PERFORMED DATE EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.		/	
2	Wash coil with coil cleaning solution - Rinse Thoroughly		/	
3	Straighten fin tubes with fin comb, as needed.		/	
4	Check electrical connections for tightness.		/	
5	Check mounting base for tightness.		/	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		/	
7	Inspect all piping for leaks and tighten loose connections.		/	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		/	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		/	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		/	
11	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 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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #:

PP 019-01

LOCATION/RM #:

WO# 7988

ASSET # 5023

MECHANIC  
SIGNATURE:

DATE:

3/21/19

START TIME:

8:00

FINISH TIME:

9:20

CHECK ITEM#	CHECK ITEM DESCRIPTION	TASK (COMPLETED)		NOTES/ACTIONS (IF NOT COMPLETED, EXPLAIN)
		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 outage of unit with personnel in area the unit serves.	/		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove debris from air screen and clean underneath unit.	/		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	/		
3	Straighten fin tubes with fin comb, as needed.	/		
4	Check electrical connections for tightness.	/		
5	Check mounting base for tightness.	/		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/		
7	Inspect all piping for leaks and tighten loose connections.	/		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/		W/1 to cold
11	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 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: