

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: PA017

Date of Visit: 9/11/19

Contractor Personnel on Site:

1. TONY Lazarus
2. Jim Geertgens
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

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

1. 10805
2. 10942
3. 10854
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 9-11-19

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: Leslie Lord Date: 9/11/19

Signed: 

E-Mail:

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

FacID/Building: PA 017 Date of Visit: 9/9/19

Contractor Personnel on Site:

1.	<u>TONY LARUS</u>	4.	
2.	<u>Jim Geertges</u>	5.	
3.	<u>Scott Werry</u>	6.	

Work Performed:

Other Recurring Services

1.	<u>10783</u>
2.	
3.	
4.	

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: TONY LARUS Date: 9/9/19
Signed: TONY LARUS

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: Sgt Leslie Landre Date: 9/11/19
Signed: Sgt Leslie Landre

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *PA 017 - 01*LOCATION/RM #: *OUTSIDE WO# 10942* ASSET # *5067*MECHANIC
SIGNATURE: *[Signature]*DATE: *8/11/19*START TIME: *8:00*FINISH TIME: *8:10*

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACTIONS (IF TASK 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.				
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 #:

PA 017-01

LOCATION/RM #: ~~OUTSIDE~~ WO# 16942 ASSET # 5068MECHANIC
SIGNATURE:

DATE:

8/11/19

START TIME:

800

FINISH TIME:

810

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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 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.	-	NA	
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 #:

PA 017 - 01

MECHANIC
SIGNATURE:

DATE:

9/11/19

LOCATION/RM #: OUTSIDE WO# 10942 ASSET # 5070

START TIME:

810

FINISH TIME:

815

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK IS 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.	-		AA
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 #:

PA 07-01

LOCATION/RM #: OUTSIDE WO# 10942

ASSET # 5071

MECHANIC
SIGNATURE:

DATE:

9/11/19

START TIME:

8:00

FINISH TIME:

8:20

CHECK POINT	CHECK POINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACTIONS (IF TASK NOT COMPLETED OR PROVIDED 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 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.			/	
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 #: *PA 017-01*LOCATION/RM #: *017-01* WO# *10992* ASSET # *5072*MECHANIC
SIGNATURE: *[Signature]*DATE: *9/11/19*START TIME: *8:15*FINISH TIME: *8:20*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK NOT COMPLETED, 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 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.			4/0
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 017 -01*LOCATION/RM #: *001510* WO# *10792* ASSET # *5073*MECHANIC
SIGNATURE: *J. C. C.*DATE: *2/11/18*START TIME: *828*FINISH TIME: *825*

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF ASKED, PLEASE CHECK NO 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.	✓		
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.	✓		
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 #:

P1 012 - G

LOCATION/RM #:

0512

WO# 10947

ASSET # 5074

MECHANIC
SIGNATURE:

DATE:

9/14/18

START TIME:

8:30

FINISH TIME:

8:35

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACTIONS (IF TASK NOT 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 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.				
11	Clean up work area.				

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

PA 017-01

LOCATION/RM #: OUTSIDE WO# 10942 ASSET # 5075

MECHANIC
SIGNATURE:

DATE:

START TIME:

9/11/19

8:30

FINISH TIME:

8:55

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETION		NOTES/ACTIONS (IF TASK COMPLETE, 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 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.		/		
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:

on *Low* *Rec F*