

CERTIFICATION OF WORK

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

FACID/Building: PAC17

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 Leach

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 LAZARUS</u> | 4. | _____ |
| 2. | <u>Jim GEERTSEN</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 LAZARUS Date: 9/9/19  
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:

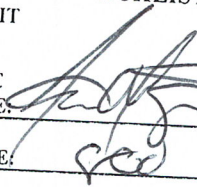
Print Name/Rank: [Signature] Leslie Lander Date: 9/11/19  
Signed: [Signature]

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

# 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 # 5067

START TIME:

8:00

FINISH TIME:

8:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE/SELECTED 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 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.	/		
<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.	/		
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:

8/11/19

LOCATION/RM #: 055102 WO# 10942 ASSET # 5068

START TIME:

800

FINISH TIME:

810

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (If task completed, checked, not 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 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.	-		
<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.	-	NA	
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 discription 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: 8:10

FINISH TIME: 8:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE CHECKED NO, PROVIDE ATTENTION)
		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 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.		-	
<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.		NA	
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 #:

Gussipe WO# 10942

ASSET # 5071

START TIME:

8:00

FINISH TIME:

8:20

CHECK POINT	CHECKPOINT DESCRIPTION	BASIC COMPLIANCE		NOTES/ACTIONS (IF BASIC COMPLIANCE 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 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.	/		
<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.	/		
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 discription 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 #: 055112

WO# 10992

ASSET # 5072

START TIME:

8:15

FINISH TIME:

8:20

CHECK POINT	CHECKPOINT DESCRIPTION	TESTS/COMPLIANCE		NOTES/ACTIONS (IF TESTS/COMPLIANCE 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 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.			
<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.		NO	
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:

2/11/12

LOCATION/RM #:

Outside

WO# 10792

ASSET # 5073

START TIME:

820

FINISH TIME:

825

CHECK POINT	CHECK POINT DESCRIPTION	BASIC COMPLIANCE		NOTES/ACTIONS (IF BASIC COMPLIANCE CHECKED, NO FURTHER ACTION)
		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 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.	/		
<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.	/	MS	
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 012 - CC

MECHANIC

SIGNATURE:

DATE:

9/11/18

LOCATION/RM #: 0055A

WO#

10949

ASSET #

5074

START TIME:

830

FINISH TIME:

835

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED 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 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.	/		
<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.	/	NO	
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:

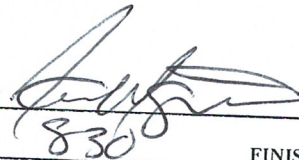
# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

PA 017-01

MECHANIC

SIGNATURE:



DATE:

9/11/19

LOCATION/RM #: OUTSIDE

WO# 10942

ASSET #

5075

START TIME:

830

FINISH TIME:

855

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE CHECKED, NO NEED 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 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.	/		
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<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.	/	NO	
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.	/		
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To be performed by: HVAC Technician

Additional Notes:

on Low Ref