

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: Pr 07 Date of Visit: 4-18-19

Contractor Personnel on Site:

1. Tom Oegegens
2. Scott Weller
3. _____
4. _____
5. _____
6. _____

Work Performed:

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

1. 8292
2. 8269
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tom Oegegens Date: 4-18-19

Signed: Tom Oegegens

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: Tracy Huber Date: 18 Apr 19

Signed: Tracy Huber

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: 4-18-19

Contractor Personnel on Site:

1. Tom Coertgens
2. Scott Werry
3. _____
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 8372
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tom Coertgens Date: 4-18-19
Signed: Tom Coertgens

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: Tracy Huber Date: 18 Apr 19
Signed: Tracy Huber

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA -017

LOCATION/RM #: ^{Heating} way WO# 8292 ASSET # 5693MECHANIC
SIGNATURE: 

DATE: 4-18-19

START TIME: 800

FINISH TIME: 805

ITEM (LINE)	ITEM/PROJECT DESCRIPTION	PAST DUE (Y/N)	NOTES/ACCOMPLISHMENTS	
			SPECIAL INSTRUCTIONS	TO BE PERFORMED AT EACH INSPECTION SERVICE
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.			
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.			
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.			
6	If applicable, replace battery as needed.			MA MA

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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Acc

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #:

PA-017

LOCATION/RM #:

102 WO# 8292 ASSET # 5294

MECHANIC
SIGNATURE:

START TIME:

805

DATE: 4-18-19

FINISH TIME: 810

CHECKLIST ITEM	CHECKLIST DESCRIPTION	PERFORMED	NOT PERFORMED	NOT APPLICABLE	NOTES/ACCTIONS	
					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.		✓			
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.		✓			
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.		✓			
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.		✓			
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:

Set

Acc

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA-017

LOCATION/RM #: 103 WO# 8292 ASSET # 5695

MECHANIC
SIGNATURE:

DATE: 4-18-19

START TIME: 815

FINISH TIME: 820

CHECK ITEM	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TEST/COMPLETION		NOTES/AGREEING
			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.			✓	
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.			✓	
3	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.			✓	
4	Review all zone set points at the server.			✓	
5	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.			✓	
6	Remove thermostat cover and lightly blow away any accumulated dust with canned low pressure air.			✓	
	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.			✓	MA NP
	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:

Set

Acc

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA 017

LOCATION/RM #: 104 WO# 8292 ASSET # 5696

MECHANIC
SIGNATURE:

START TIME:

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DATE: 4-18-19

5820

FINISH TIME: 825

CHECK ITEM	CHECKPOINT DESCRIPTION	DAILY COMMERCIAL		NOTES/CAUTIONS
		YEST	END	
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.		/	
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.		/	
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.		/	ya by
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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Sensor 77

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG # PA-C17LOCATION/RM #: 109 WO# 8292 ASSET # 5697MECHANIC
SIGNATURE:

START TIME:

DATE: 4-18-19820FINISH TIME: 825

PROCEDURE (ORIGIN)	CHECKLIST INSTRUCTIONS	PERIODIC MAINTENANCE		NOTES/CONDITIONS
		TYPE	END	
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.			
		TO BE PERFORMED AT EACH INSPECTION SERVICE		
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.			
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.			
6	If applicable, replace battery as needed.			<i>NA</i>

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:

Set *Acc*

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA 01

LOCATION/RM #: 116 WO# 8292 ASSET # 5698

MECHANIC
SIGNATURE: *John W. Johnson*

DATE: 4-18-19

START TIME: 825

FINISH TIME: 830

CHECK ITEM	CHECKPOINT DESCRIPTION	PMA COMPLETION		NOTES/AGGREGATE
		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.		/	
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.		/	
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.		/	
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.		/	MA 107
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

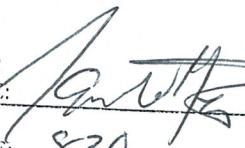
Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA 017

LOCATION/RM #: DR 11 WO# 8292 ASSET # 5699

MECHANIC
SIGNATURE: 

DATE: 4-18-19

START TIME: 830

FINISH TIME: 835

CHECK ITEM	DESCRIPTION	LEVEL OF COMPLETION	SPECIAL INSTRUCTIONS		NOTES/ACCOMPLISHMENTS
			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.				
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.				
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.				
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.				
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:

Set

Acc

Sensor

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA 017

LOCATION/RM #: DRI 101 WO# 8292 ASSET # 5700

MECHANIC
SIGNATURE: 

DATE: 4-18-19

START TIME: 835

FINISH TIME: 840

CHECK ITEM	CHECKED/NOT CHECKED	PMA COMPLETED YES / NO	NOTES/ACCTIONS	
			SPECIAL INSTRUCTIONS	TO BE PERFORMED AT EACH INSPECTION SERVICE
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.			/
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.			/
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.			/
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:

Set Acc

Sensor 69

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
THERMOSTATS

SITE AND BLDG #: PA OP

LOCATION/RM #: 601 WO# 8292 ASSET # 5701

MECHANIC
SIGNATURE:

DATE: 4-18-19

START TIME: 830

FINISH TIME: 835

CHECK (ITEM)	DESCRIPTION	PASSED (CONTINUE)		NOTES/EXCUSES
		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.	/		
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.	/		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	/		
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.		NP NP	
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:

Set Acc

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