

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 #: *mp case* WO# 8269 ASSET # 5465MECHANIC  
SIGNATURE:

DATE: 7-18-19

START TIME: 905

FINISH TIME: 910

ITEM	DESCRIPTION	PMA (CONTINUE)	NOTES/ACHIEVEMENT	
			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.		—	
7	Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.		—	
8	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

65

65

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

SITE AND BLDG #:

PA 01

LOCATION/RM #:

MP

WO# 8264 ASSET# 5464

MECHANIC  
SIGNATURE:

DATE: 4-18-19

START TIME:

905

FINISH TIME: 800

ITEM (ONE)	CHECKED/NOT CHECKED	PASSED/COMPLETED YES / NO	NOTES/EXPLANATION
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.	✓	10/15

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

65

65