

ATTACHMENT J-0200000-05
FORMS

CERTIFICATION OF WORK

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

FACID/Building: Pr 828

Date of Visit: 5/13/19

Contractor Personnel on Site:

1. Tony Gernos
2. Jim Geertsen
3. _____
4. _____
5. _____
6. _____

Work Performed:

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

1. 8519
2. 8614
3. 8719
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertsen

Date: 5-13-19

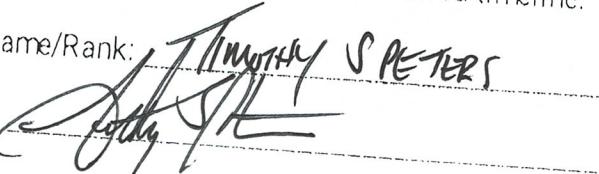
Signed: 

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: Timothy S Peters

Date: 13 MAY 19

Signed: 

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

Facility/Building: PC00-01 Date of Visit: 5/5/18

Contractor Personnel on Site:

1. Tony Lazzari
2. Tom Gector
3. _____
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 8572
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Lazzari Date: 5/5/18
Signed: T

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: TIMOTHY S PETERS Date: 13 MAY 19
Signed: TSP

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: *Pc 020 - 0.*LOCATION/RM #: *Rm 1* WO# *8779* ASSET # *3198*MECHANIC
SIGNATURE: *John W. Johnson*DATE: *5/13/18*START TIME: *930*FINISH TIME: *950*

ITEM	DESCRIPTION	STANDARD (WEEKLY)	NOTES / ACTIONS	
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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	/		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	/		
2	Check running motor amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/	L1 <i>5.2</i> L2 <i>5.3</i> L3 <i>5.8</i>	
3	Tighten all electrical connectors/lugs to proper torque.	/	<i>NA</i>	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	/		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/		
8	Lubricate mechanical bearings and connections sparingly.	/		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins.	/	<i>NA</i>	
12	If applicable, clean strainer (annually).	/	<i>NA</i>	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	/		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/		
16	Check and test freezestat for proper operation	/	<i>NA</i>	
17	Vacuum interior of unit.	/	<i>NA</i>	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/	<i>NA</i>	
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	/		
20	Clean up work area.	/	<i>NA</i>	

No e: 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
AIR HANDLER

SITE AND BLDG #: P 020-0LOCATION/RM #: 106 WO# 8778 ASSET # 3147MECHANIC
SIGNATURE: DATE: 5/13/18START TIME: 9500FINISH TIME: 1020

ITEM #	DESCRIPTION	LAST PERFORMED	NOTES/ACTIONS		
			YRS	NO	(IF PERTINENT, CHECKED TO PROVIDE 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 to.				
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.				
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check fan blades and moving parts for cracks and excessive wear.	/			
2	Check running motor amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.	/			L1 <u>6.9</u> L2 <u>7.2</u> L3 <u>7.3</u>
3	Tighten all electrical connectors/tugs to proper torque.	/			
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/			
5	Check bearing collar set screws on fan shaft to make sure they are tight.	/			
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/			
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/			
8	Lubricate mechanical bearings and connections sparingly.	/			
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/			
10	Check coils for leaking, tightness of fittings.	/			
11	Use fin comb to straighten coil fins.	/			
12	If applicable, clean strainer (annually).	/			
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	/			
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/			
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/			
16	Check and test freezestat for proper operation	/			
17	Vacuum interior of unit.	/			
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/			
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	/			
20	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
AIR HANDLER

SITE AND BLDG #: *P* 620 • 1
LOCATION/RM #: *401* WO# *679* ASSET # *314*

MECHANIC
SIGNATURE: *John*

DATE: *5/13/18*

START TIME: *9:20*

FINISH TIME: *9:50*

ITEM	DESCRIPTION	PASSED/NOT PASSED		NOTES/EXPLANATION (IF TASK NOT PERFORMED, 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.	<input checked="" type="checkbox"/>		
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		
2	Check running motor amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>		L1 <u>8.0</u> L2 <u>8.2</u> L3 <u>8.1</u>
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>		<i>NR</i>
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>		<i>FA</i>
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	<input checked="" type="checkbox"/>		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	<input checked="" type="checkbox"/>		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>		
16	Check and test freezestat for proper operation	<input checked="" type="checkbox"/>		<i>NR</i>
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>		<i>NR</i>
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		
20	Clean up work area.	<input checked="" type="checkbox"/>		<i>NR</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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: Q 620 101
LOCATION/RM #: Area WO# 5778 ASSET # 3149

MECHANIC
SIGNATURE:

DATE:

 5/13/18START TIME: 1000FINISH TIME: 1030

CHECK #	DESCRIPTION	PASSED (QTY 100%)		NOTES / ACTIONS (INCLUDES COMPLETED INSPECTION, 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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.		/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades and moving parts for cracks and excessive wear.	/		
2	Check running motor amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/		L1 <u>8.2</u> L2 <u>8.7</u> L3 <u> </u>
3	Tighten all electrical connectors/lugs to proper torque.	/		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/		
5	Check bearing collar set screws on fan shaft to make sure they are tight.	/		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/		
8	Lubricate mechanical bearings and connections sparingly.	/		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins.	/		
12	If applicable, clean strainer (annually).	/		
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	/		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/		
6	Check and test freezestat for proper operation			
7	Vacuum interior of unit.			
8	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	/		
20	Clean up work area.	/		

No e. 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 020-01*LOCATION/RM #: *OUTSIDE* WO# *8778*ASSET # *3289*MECHANIC
SIGNATURE: *John F. S.*DATE: *5/13/18*START TIME: *11:00*FINISH TIME: *11:30*

ITEM	DESCRIPTION	STANDARD	MECHANIC	NOTES	
				INSPECTED	MAINTENANCE
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 DURING 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.			/	N/A
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.			/	N/A
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 #:

P# 020-01

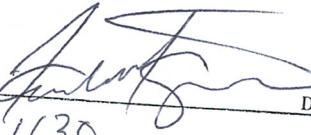
LOCATION/RM #:

WO# 8778

ASSET # 3285

MECHANIC
SIGNATURE:

START TIME:



DATE:

5/13/19

FINISH TIME:

1145

CHECK ITEM	DESCRIPTION/DESCRIPTION	PASSED	NOT PASSED	NOTES/REMARKS			
				YES	NO	NOTES/REMARKS	
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 DURING 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: