

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

FACID/Building: Pa 020

Date of Visit: 5/13/19

Contractor Personnel on Site:

- |                        |          |
|------------------------|----------|
| 1. <u>Tony Larsen</u>  | 4. _____ |
| 2. <u>Jim Geertsen</u> | 5. _____ |
| 3. _____               | 6. _____ |

Work Performed:

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

- |                |       |
|----------------|-------|
| 1. <u>8519</u> | _____ |
| 2. <u>8614</u> | _____ |
| 3. <u>8779</u> | _____ |
| 4. _____       | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertsen

Date: 5-13-19

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: Timothy S. Peters

Date: 13 May 19

Signed: [Signature]

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

Facility/Building: PAGE-01 Date of Visit: 5/7/18

Contractor Personnel on Site:

- |                        |          |
|------------------------|----------|
| 1. <u>Tony Luzzani</u> | 4. _____ |
| 2. <u>Jim Gertner</u>  | 5. _____ |
| 3. _____               | 6. _____ |

Work Performed:

Other Recurring Services

- |                |       |
|----------------|-------|
| 1. <u>8572</u> | _____ |
| 2. _____       | _____ |
| 3. _____       | _____ |
| 4. _____       | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Luzzani Date: 5/7/18

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: TIMOTHY SPETERS Date: 13 MAY 19

Signed: [Signature]

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

Pc 020 0.

MECHANIC

SIGNATURE:

DATE:

5/13/12

LOCATION/RM #:

Room 2

WO#

8779

ASSET #

3142

START TIME:

930

FINISH TIME:

950

ITEM NO.	CHECKPOINT DESCRIPTION	BASIS (9/11/11/11/11)		NOTES/ACTIONS (IF BASIS CODE IS NOT CHECKED, 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	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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	/		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/		L1 5.2 L2 5.3 L3 5.5
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.	/	NA	
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).	/	NA	
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.	/	NA	
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 freestat for proper operation	/		
17	Vacuum interior of unit.	/	NA	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/	NA	
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.	/	NA	
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 #:

PA 020-01

MECHANIC

SIGNATURE: *[Signature]*

DATE: 5/13/19

LOCATION/RM #:

Rm 6

WO#

8778

ASSET #

3147

START TIME: 9500

FINISH TIME: 1020

ITEM #	CHECKPOINT DESCRIPTION	BASIS OF COMPLIANCE		NOTES/ACTIONS (UPDATES/COMMENTS/REPAIRS/RECOMMENDATIONS)
		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	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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) note L1, L2, and L3 amp draws.	✓		L1 6.9 L2 7.2 L3 7.3
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.	✓	N/A	
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).	✓	N/A	
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 freestat for proper operation	✓		
17	Vacuum interior of unit.	✓	N/A	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓	N/A	
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.	✓	N/A	
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

Pa 020-01

MECHANIC  
SIGNATURE:

DATE: 5/18/19

LOCATION/RM #:

241

WO#

8779

ASSET #

3145

START TIME:

9:20

FINISH TIME:

9:50

ITEM NO.	CHECK/REQUIRED DESCRIPTION	TRANSITION/DEFERRED		NOTES/ACTIONS (IF TASKS COMPLETED, CHECKED OR PROVIDE ALTERNATION)
		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	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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		L1 8.0 L2 8.2 L3
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.	✓	NA	
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).	✓	NA	
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 freestat for proper operation	✓		
17	Vacuum interior of unit.	✓	NA	
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.	✓	NA	
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

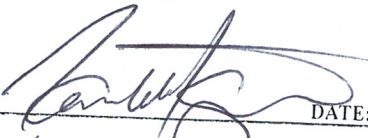
Additional Notes:



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

P 020 01

MECHANIC  
SIGNATURE:


DATE: 5/13/18

LOCATION/RM #:

Pac  
the

WO# 8779

ASSET # 3149

START TIME: 1000

FINISH TIME: 1030

ITEM NO.	CHECKPOINT DESCRIPTION	DATE OF COMPLETION		NOTES/ACTIONS (IF TASK COMPLETED, DISCREPANCY TO 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	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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	/		
2	Check running motor amperatures on all three phases (record in note column) note L1, L2, and L3 amp draws.	/		L1 8.2 L2 8.7 L3
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.	/	NA	
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).	/	NA	
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 freestat for proper operation	/		
17	Vacuum interior of unit.	/	NA	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/	NA	
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.	/	NA	

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 #: PA020-01

LOCATION/RM #: OUT - WO# 8779

ASSET # 3284

MECHANIC

SIGNATURE: 

DATE: 5/13/18

START TIME: 1115

FINISH TIME: 1130

ITEM NO.	DESCRIPTION	BASIC REQUIREMENTS		NOTES/REMARKS
		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.	/		
5	Remove debris from air screen and clean underneath unit.	/		
6	Wash coil with coil cleaning solution - Rinse Thoroughly	/		
7	Straighten fin tubes with fin comb, as needed.	/		
8	Check electrical connections for tightness.	/	N/A	
9	Check mounting base for tightness.	/		
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/		
11	Inspect all piping for leaks and tighten loose connections.	/		
12	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/		
13	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/		
14	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/	N/A	
15	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 #:

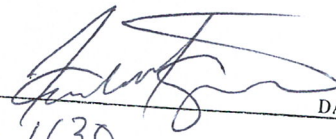
P 620-4

LOCATION/RM #:

WTS122

WO# 877P

ASSET # 328r

MECHANIC  
SIGNATURE:


DATE: 5/13/19

START TIME:

1130

FINISH TIME:

1145

ITEM NO.	DESCRIPTION	BASIS OF INSPECTION		NOTES/REMARKS
		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.			
5	Remove debris from air screen and clean underneath unit.			
6	Wash coil with coil cleaning solution - Rinse Thoroughly			
7	Straighten fin tubes with fin comb, as needed.			
8	Check electrical connections for tightness.			
9	Check mounting base for tightness.			
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.			
11	Inspect all piping for leaks and tighten loose connections.			
12	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.			
13	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.			
14	Inspect unit for overall condition and recommend for replacement or other needed repairs.			
15	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: