

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: Pro 42

Date of Visit: 9/13/19

Contractor Personnel on Site:

1. Tony Cozans
2. Jim Geerligs
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

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

1. 10801
2. 10936
3. 10857
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geerligs

Date: 9-13-19

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: Jennifer Shireley

Date: 20190913

Signed: 

E-Mail:

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

FacID/Building: Pr 042 -01 Date of Visit: 9/13/19

Contractor Personnel on Site:

1. Tony Gagnon
2. Tom Gagnon
3. Scott Berry
- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 10742
- 2.
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jing Gagnon Date: 9-13-19
Signed: Jing Gagnon

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: Jennifer Shively Date: 2019 09 13
Signed: Jennifer Shively
E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *P1 092-61*MECHANIC
SIGNATURE: *lge*LOCATION/RM #: *102*DATE: *2/13/15*WO# *10932*ASSET # *5149*

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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 Schedule shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.
- 4 Check fan blades for dust buildup and clean if necessary.
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 6 Tighten all electrical connectors to proper torque as needed.
- 7 Check that the fan runs properly in all speeds as applicable.
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 10 Lubricate mechanical connections of dampers sparingly as applicable.
- 11 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 12 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 13 Check coils for leaking, tightness of fittings.
- 14 Use fin comb to straighten coil fins as needed.

K00-046CMI Management Inc.

- 15 Check coils for leaking, tightness of fittings.
- 16 Use fin comb to straighten coil fins as needed.
- 17 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 18 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 19 Vacuum interior of unit.
- 20 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 21 Change the filter as needed with the correct size and type filter.
- 22 Insure that drain(s) are clear and running.
- 23 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 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: General Maintenance Worker
Additional Notes:

*UN062**W00245*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P 042-01

MECHANIC
SIGNATURE: *He*

DATE:

8/13/19

LOCATION/RM #:

101

WO#

10932

ASSET # 5150

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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 Schedule shutdown with operating personnel, as needed
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.
Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
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- 11 Use fin comb to straighten coil fins as needed.

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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: General Maintenance Worker
Additional Notes:

UNDER

WARRANTY

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa

042-01

MECHANIC
SIGNATURE:

T. G. L.

LOCATION/RM #:

100

WO# 10936

ASSET # 5151

DATE:

8/13/18

START TIME:

FINISH TIME:

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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 Schedule shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
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- 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 as needed.

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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: General Maintenance Worker
dditonal Notes:

Under

WPMW

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

LOCATION/RM #:

WO# 10936

ASSET # 5152

MECHANIC
SIGNATURE: *h2*

DATE: 8/6/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS OF TASK COMPLETE IS CHECKED NO, 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 Schedule shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.
- 4 Check fan blades for dust buildup and clean if necessary.
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 6 Tighten all electrical connectors to proper torque as needed.
- 7 Check that the fan runs properly in all speeds as applicable.
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 12 Use fin comb to straighten coil fins as needed.

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- 13 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 14 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 15 Vacuum interior of unit.
- 16 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 17 Change the filter as needed with the correct size and type filter.
- 18 Insure that drain(s) are clear and running.
- 19 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 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: General Maintenance Worker
Additional Notes:

*Under**Warrant*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *P1 042-c1*MECHANIC
SIGNATURE: *Loge*LOCATION/RM #: *203*DATE: *3/13/11*WO# *10936*ASSET # *5153*

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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 Schedule shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.
- 4 Check fan blades for dust buildup and clean if necessary.
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 6 Tighten all electrical connectors to proper torque as needed.
- 7 Check that the fan runs properly in all speeds as applicable.
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 10 Lubricate mechanical connections of dampers sparingly as applicable.
- 11 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 12 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 13 Check coils for leaking, tightness of fittings.
- 14 Use fin comb to straighten coil fins as needed.

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- 15 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 16 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 17 Vacuum interior of unit.
- 18 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 19 Change the filter as needed with the correct size and type filter.
- 20 Insure that drain(s) are clear and running.
- 21 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 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: General Maintenance Worker

*Unopen**Wadsworth*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

P 042 01

MECHANIC
SIGNATURE:

DATE:

2/13/18

LOCATION/RM #

WO# 10928

ASSET # 5229

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASKS COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO 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	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 AT EACH 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:

Under *Warran*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *La 042-01*LOCATION/RM #: *OUTS* WO# *10970* ASSET # *5205*MECHANIC
SIGNATURE: *LG*DATE: *8/6/18*

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO 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	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 AT EACH 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:

*UN DCR**WARM*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: *Po a 92 -o;*MECHANIC
SIGNATURE: *La*DATE: *8/03/19*LOCATION/RM #: *0075m* WO# *1093C* ASSET # *522C*

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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	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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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:

*Unplan**Wmawth*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

Pa 042-01

MECHANIC
SIGNATURE:

DATE:

2/13/13

LOCATION/RM #:

0421A

WO# 10331

ASSET # 5227

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, 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	Schedule outage of unit with personnel in area the unit serves.			
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To be performed by: HVAC Technician

Additional Notes:

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