

CERTIFICATION OF WORK

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

FACID/Building: PA 050

Date of Visit: 9/13/19

Contractor Personnel on Site:

1. Tony Lazzaro

2. Jim Geertgens

3. Scott Werry

4. _____

5. _____

6. _____

Work Performed:

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

1. 10768

2. 10933

3. _____

4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

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: ISG MOORE

Date: 09/13/19

Signed: _____

E-Mail: _____

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

FACID/Building: P-050

Date of Visit: 9/13/19

Contractor Personnel on Site:

1. Tony Lizaros
2. Jim Geertgens
3. Scott Werry

4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 10752
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

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: ISG Moore

Date: 09/13/19

Signed: _____



E-Mail: _____

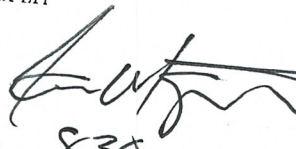
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 000-01

LOCATION/RM #:

WO# 10933

ASSET # 5121

MECHANIC
SIGNATURE: 

DATE: 2/13/19

START TIME: 830

FINISH TIME: 840

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.	-	NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	-	NA	
3	Tighten all electrical connectors to proper torque as needed.	-	NA	
1	Check that the fan runs properly in all speeds as applicable.	-	NA	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	-	NA	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	NA	
7	Lubricate mechanical connections of dampers sparingly as applicable.	-	NA	
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.	-	-	
10	Check coils for leaking, tightness of fittings.	-	-	
11	Use fin comb to straighten coil fins as needed.	-	-	

- 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.

NA
NA
NA

BK

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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

PA 0350 201

LOCATION/RM #:

Outside WO# 10833

ASSET # 5172

MECHANIC

SIGNATURE:



DATE:

8/13/11

START TIME:

8:30

FINISH TIME:

8:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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 discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

P050 -01

MECHANIC

SIGNATURE:

DATE:

9/13/18

LOCATION:

109 Wm 10933 1522/5259

START TIME:

8:15

FINISH TIME:

8:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		/	
4	Schedule work with operating personnel, as needed.		/	
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	/	
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/	/	
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		NA	
2	Check and clean all electrical contacts and pneumatic orifices.	/	NA	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/	NA	
4	Check for bad indicator lights and gauges and replace as necessary.	/	NA	
5	Test all controllers and set at proper set points.	/	NA	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.	/	NA	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

HVAC

A/HU

Control Panel

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: PA050-01

LOCATION: 122 Unit 10933 Asset # 5323

MECHANIC

SIGNATURE: 

DATE: 8/13/19

START TIME: 8:30

FINISH TIME: 8:35

ITEM NO.	DESCRIPTION	COMPLETED	NOTED	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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
4	Schedule work with operating personnel, as needed.			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
7	Replace defective control safeties (as work order) found while performing preventive maintenance.			
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
2	Check and clean all electrical contacts and pneumatic orifices.			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
4	Check for bad indicator lights and gauges and replace as necessary.			
5	Test all controllers and set at proper set points.			
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

HUPC

Control Panel

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

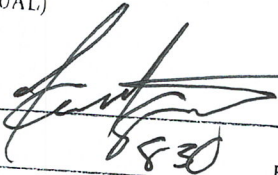
PA 650-01

LOCATION:

122 W 10933 Apt # 5324

MECHANIC

SIGNATURE:



DATE:

8/13/19

START TIME:

8:30

FINISH TIME:

8:35

NO.	DESCRIPTION	COMPLETED	DATE	INITIALS
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
4	Schedule work with operating personnel, as needed.			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
7	Replace defective control safeties (as work order) found while performing preventive maintenance.			
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
2	Check and clean all electrical contacts and pneumatic orifices.			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
4	Check for bad indicator lights and gauges and replace as necessary.			
5	Test all controllers and set at proper set points.			
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

HUPC

Control

Panel

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #:

PA 050 - 01

LOCATION/RM #:

MEP

WO#

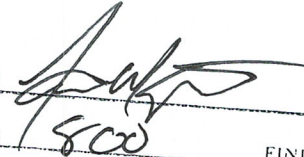
10933

ASSET #

7362

MECHANIC

SIGNATURE:



DATE:

9/13/19

START TIME:

8:00

FINISH TIME:

8:15

GENERAL INSTRUCTIONS		WORK COMPLETION		WORKER'S COMMENTS	
NO.	DESCRIPTION	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 and coordinate work with operating personnel.				
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.				
TO BE COMPLETED BY INSPECTION SERVICE					
1	Open and tag switch.				
2	Inspect visual condition of wiring. Look for evidence of overheating.				
3	Check for proper light operation.				
4	Test operation of automatic switches/ time clock/ photocells if applicable.				
5	Inspect light pole and mounting devices for deficiencies.				
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.				

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: General Maintenance Worker

Additional Notes:

1 PC Double

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #:

P2056 21

LOCATION/RM #:

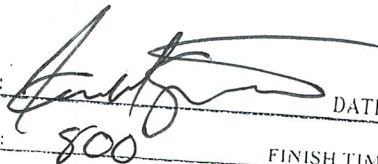
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WO# 10923

ASSET # 7323

MECHANIC

SIGNATURE:



DATE:

2/13/19

START TIME:

800

FINISH TIME:

815

DESCRIPTION OF DEFICIENCY		REPAIRS COMPLETED		REMARKS/NOTES	
NO.	DESCRIPTION	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 and coordinate work with operating personnel.				
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	Open and tag switch.				
5	Inspect visual condition of wiring. Look for evidence of overheating.				
6	Check for proper light operation.				
7	Test operation of automatic switches/ time clock/ photocells if applicable.				
8	Inspect light pole and mounting devices for deficiencies.				
9	For any noted deficiency, takes pictures and open corrective maintenance ticket.				

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: General Maintenance Worker

Additional Notes:

1 R 4 HEAD

1 HEAD OUT