

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 Lazarus
2. Jim Geertsen
3. Scott Berry

- 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 Geertsen

Date: 9-13-19

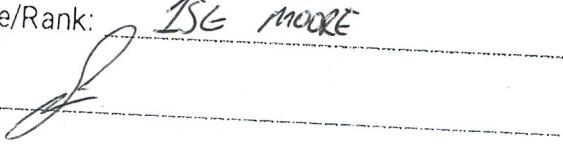
Signed: 

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 more

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: Pro 50 Date of Visit: 8/13/19

Contractor Personnel on Site:

1. Tony Geras
2. Jim Geertgens
3. Scott Wenz

- 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: JG moore

Date: 09/13/19

Signed: 

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pr 050-01

LOCATION/RM #:

WO# 10933

ASSET # 5121

MECHANIC  
SIGNATURE:

DATE:

9/13/19

START TIME:

8:30

FINISH TIME:

8:40

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.	NP	NP	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	NP	NP	
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.	NP	NP	
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	Check coils for leaking, tightness of fittings.	/	/	
13	Use fin comb to straighten coil fins as needed.	/	/	

K00-046CMI Management Inc.

- 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.

NP  
NP  
NP  
NP

BL

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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *Pr 050 -01*LOCATION/RM #: *001121* WO# *1033*ASSET # *5172*MECHANIC  
SIGNATURE: *K. Johnson*DATE: *8/13/13*START TIME: *8:30*FINISH TIME: *8:40*

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	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.		✓		
4	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.		✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
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:

*BT*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: Pn 050 ~01  
 LOCATION: 109 Wm 10933 Ass't # 5259

MECHANIC  
 SIGNATURE: John

DATE: 9/13/18

START TIME: 8:15

FINISH TIME: 8:20

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	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	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.		/	NR	
2	Check and clean all electrical contacts and pneumatic orifices.		/	NR	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.		/	NR	
4	Check for bad indicator lights and gauges and replace as necessary.		/	NR	
5	Test all controllers and set at proper set points.		/	NR	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		/	NR	

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      AHU      Control Panel

WT

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: PA 050-01

LOCATION: 122 68' 10933 Asset # 5323

MECHANIC  
SIGNATURE: 

DATE: 8/13/19

START TIME: 8:30

FINISH TIME: 8:35

ITEM	CHECKLIST NUMBER/DESCRIPTION	SPECIFIC INSTRUCTIONS	TASK COMPLETED		(NO) DEFECTIVE ITEMS
			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	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:

160PC Control Panel

BK

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: Pa 050-01

LOCATION: 122 620 10933 Asset # 5329

MECHANIC  
SIGNATURE: *Fenton*

DATE: 8/13/19

START TIME: 8:30

FINISH TIME: 8:55

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS	PAIN COMPLIANCE		COMPLIANCE
			ADULT	YOUTH	
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.				
3	Schedule work with operating personnel, as needed.				
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
5	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.				
6	Replace defective control safeties (as work order) found while performing preventive maintenance.				
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.				
8	Check and clean all electrical contacts and pneumatic orifices.				
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.				
10	Check for bad indicator lights and gauges and replace as necessary.				
11	Test all controllers and set at proper set points.				
12	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:

HUEC

Control

Power

BL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
LIGHTING, OUTSIDE

SITE AND BLDG #: PA 050 - 01

LOCATION/RM #: M6P WO# 10933

ASSET # 7362

MECHANIC  
SIGNATURE:

DATE: 8/13/10

START TIME: 8:00

FINISH TIME: 8:55

ITEM #	DESCRIPTION	SPECIAL INSTRUCTIONS	PERFORMED		NOT PERFORMED
			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. Do 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				
	For any noted deficiency, takes pictures and open corrective maintenance ticket.				

No. c 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

BT

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
LIGHTING, OUTSIDE

SITE AND BLDG #:

P2056 21

LOCATION/RM #:

Prakay

WO# 10933

ASSET # 7373

MECHANIC  
SIGNATURE:

START TIME:

800

DATE:

8/13/19

FINISH TIME:

815

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS		WORK COMPLETED	NOTES
		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.		/		
TOP PERFORMED AT EXCLUSIONS 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.		/		
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  
4 HERO

1 HERO OUT