

CERTIFICATION OF WORK

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

FACID/Building: Proso

Date of Visit: 5/8/19

Contractor Personnel on Site:

1. Tony Gamm
2. Jim Gentry
3. Scott Wynn

4. Gary Betzel
5. _____
6. _____

Work Performed:

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

1. 8523 8676
2. 8616 8736
3. 8764
4. 8546

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Fred Gurs

Date: 5-8-19

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: Steven Davis GSgt

Date: 20190508

Signed: _____

E-Mail: _____

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

FACID/Building: P1080

Date of Visit: 5/8/19

Contractor Personnel on Site:

1. Tony Lazano
2. Jim Greengard
3. Scott Wynn

4. Gary Betz

5. _____
6. _____

Work Performed:

Other Recurring Services

1. GSPC

2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Greengard

Date: 5-8-19

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: Steven J. Davis GS#9

Date: 20190508

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

MECHANIC

SIGNATURE:

DATE: 5/8/19

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

ITEM NO.	DESCRIPTION	TESTED (Y/N)	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.	✓	
SPECIAL INSTRUCTIONS			
TO BE PERFORMED AT EACH INSPECTION SERVICE			
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 9.6 L2 7.9 L3 8.4
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.	✓	
16	Check and test freestat 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:

Damper Motor not Operating properly
greased Bearing

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

PA 050 - 01

MECHANIC
SIGNATURE:

DATE:

5/8/19

LOCATION/RM #:

110

WO# 8784

ASSET # 3158

START TIME:

915

FINISH TIME:

930

ITEM NO.	DESCRIPTION	STATUS		NOTES/REMARKS
		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	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 amperatures on all three phases (record in note column) note L1, L2, and L3 amp draws.	/		L1 38 L2 37 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.	/	NA	
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.	/	NA	
8	Lubricate mechanical bearings and connections sparingly.	/	NA	
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.	/	NA	
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	/	NA	
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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

PA 050 - 01

LOCATION/RM #:

007511

WO# 8784

ASSET # 3200

MECHANIC
SIGNATURE:


DATE:

5/8/19

START TIME:

1000

FINISH TIME:

1620

ITEM NO.	DESCRIPTION	BASIC COMPLIANCE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (If discrepancy is observed, describe and explain.)
		YES	NO		
	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.				
	Schedule outage of unit with personnel in area the unit serves.	/	/		
	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.	/			
	Remove debris from air screen and clean underneath unit.	/			
1	Wash coil with coil cleaning solution - Rinse Thoroughly	/			
2	Straighten fin tubes with fin comb, as needed.	/			
3	Check electrical connections for tightness.	/			
4	Check mounting base for tightness.	/			
5	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	/			
6	Inspect all piping for leaks and tighten loose connections.	/			
7	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	/			
8	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	/			
9	Inspect unit for overall condition and recommend for replacement or other needed repairs.	/			
10	Clean up work area.	/			
11		/			

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:

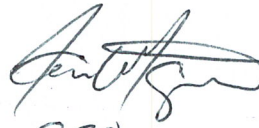
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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #:

PA 050.07

MECHANIC
SIGNATURE:


DATE:

5/26/19

LOCATION/RM #:

167

WO#

8724

ASSET # 5654

START TIME:

830

FINISH TIME:

845

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.		-	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		-	
1	Check water inlet and outlet for any leaks, repair as needed.		-	
2	Clean and/or replace filter as needed.		-	
3	If applicable, check hours per usage, replace tanks as needed.		-	

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:

NO ACCESS
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