

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-09 Date of Visit: 3-22-19

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Dominic Stango</u> | 3. _____ |
| 2. <u>Scott Renders</u> | 4. _____ |

Work Performed:

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

1. wot# 7649, 7959
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

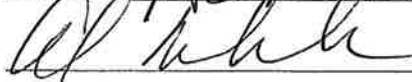
Print Name: Dominic Stango Date: 3-27-19

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: AC [Signature] Date: 3/27/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #:

PA051-09

MECHANIC

SIGNATURE:

Scott Kinders

DATE: 3/21/15

LOCATION/RM #:

MECN

WO#

7649

ASSET #

4843

START TIME:

FINISH TIME:

OBJECTS EQUIPMENT	CLIPPING/WORK INSTRUCTIONS	TESTING/COMPLETION	REMARKS/NOTES
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.	X	
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.	X	
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	X	
TODAY PERFORMED MAJOR INSPECTION SERVICE			
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication at least annually.	X	
2	Inspect couplings and check for any pump seal leaks.	X	
3	Check motor mounts and vibration pads.	X	
4	Tighten all pump flanges.	X	
5	Visually check pump alignment and coupling.	X	
6	Inspect electrical connections.	X	

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: PA051-09MECHANIC SIGNATURE: Scott Kukulus DATE: 3/21/19LOCATION/RM #: MECH WO# 7649 ASSET # 4844

START TIME: _____ FINISH TIME: _____

EFFECTS REQUIRED	EFFECTS/DESCRIPTION	EFFECTS/COMPLETION		NOTES/REMARKS
		STATUS	DATE	
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.			
2	Inspect couplings and check for any pump seal leaks.			
3	Check motor mounts and vibration pads.			
4	Tighten all pump flanges.			
5	Visually check pump alignment and coupling.			
6	Inspect electrical connections.			

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: PA051-09MECHANIC SIGNATURE: Scott Karelus DATE: 3/21/19LOCATION/RM #: MECH. WO# 7649 ASSET # 4932

START TIME: _____ FINISH TIME: _____

FACTS NOTES	GENERAL INSTRUCTIONS	ISSUES		REMARKS/COMMENTS
		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.	X		
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.	X		
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	X		
2	Inspect couplings and check for any pump seal leaks	X		
3	Check motor mounts and vibration pads	X		
4	Tighten all pump flanges	X		
5	Visually check pump alignment and coupling	X		
6	Inspect electrical connections	X		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: PA051-09
LOCATION/RM #: MECH. WO# 7049 ASSET # 4927

MECHANIC SIGNATURE: Scott Kanders DATE: 3/21/19
START TIME: _____ FINISH TIME: _____


FACTORS NOTES	GENERAL INSTRUCTIONS	TASK COMPLETION		NOTES/CONDITIONS
		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.	X		
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.	X		
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	X		
TASKS PERFORMED AT A01 INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	X		
2	Inspect couplings and check for any pump seal leaks.	X		
3	Check motor mounts and vibration pads.	X		
4	Tighten all pump flanges.	X		
5	Visually check pump alignment and coupling.	X		
6	Inspect electrical connections.	X		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: P0054-09MECHANIC SIGNATURE: DATE: 3-22-19LOCATION/RM #: 19000A WO# 759 ASSET # 5092START TIME: 12:50FINISH TIME: 1:10

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.	<input checked="" type="checkbox"/>		
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>		
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>		
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>		
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>		
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>		
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.E.	<input checked="" type="checkbox"/>		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>		
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>		
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>		
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.		<input checked="" type="checkbox"/>	<u>NA</u>
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly	<input checked="" type="checkbox"/>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Vacuum interior of unit.	✓		
15	Check filter door for proper gasketing and air leaks. Correct as necessary.		✓	NGA
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.	✓		

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-09
 LOCATION/RM #: 7699 WOH # 4991
 ASSET # 4991
 MECHANIC SIGNATURE: [Signature]
 START TIME: 02:30
 FINISH TIME: 12:40
 DATE: 3-22-19

ITEM	DESCRIPTION	YES	NO	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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. It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Tighten all pump flanges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 #, WOH #, photos, and a detailed description of the deficiency. To be performed by: General Maintenance Worker

not allowed to run system is unused & is valued off