

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: Pr 055

Date of Visit: 3/29/19

Contractor Personnel on Site:

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

- 4.
- 5.
- 6.

Work Performed:

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

1. 7691 7892
2. 7777
3. 7913
4. 7831

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-29-18

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: Timothy S PETERS Date: 29 MAR 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: P0085-01 Date of Visit: 3/29/19

Contractor Personnel on Site:

1. Tony Lenzus
2. Jim Geertgens
3. Scott Berry
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 7560
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-29-18
Signed: Jim Geertgens

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: Timothy S Peters Date: 29 MAR 19
Signed: Timothy S Peters
E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
Filter Replacement

SITE AND BLDG #: Pr 055-61

MECHANIC SIGNATURE:  DATE: 3/28/19

LOCATION/RM #: 117

START TIME: 1:00 FINISH TIME: 1:15

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
Pr 055	7913	4673		Change	Air		PTAC - 1	117

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE/IF CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace both internal and external filters as necessary.	✓		
2	Label and Date Filter	✓		
3	Did YELLOW Maintenance Tag get Initialed	✓		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed			N/A NOT ON SCHEDULE
Qty	Size	NOTES/ACTIONS (IF TASK COMPLETE/IF CHECKED NO, PROVIDE EXPLANATION)		
2	16x20x2			

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: GMW **Additional Notes:**

PTAC - 1

Model # CAG1200 - PA - VP - D

Serial # 625502916

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
Filter Replacement

SITE AND BLDG #: PA OSS-01
LOCATION/RM #: 117

MECHANIC SIGNATURE: Scott Murphy DATE: 3/21/18
START TIME: 1:15 FINISH TIME: 1:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
PA OSS	7913	4672		Chlor	AIR		PTAC - 2	117

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>		
2	Label and Date Filter	<input checked="" type="checkbox"/>		
3	Did YELLOW Maintenance Tag get Initiated	<input checked="" type="checkbox"/>		Make sure YELLOW Maint Tag is initiated on Asset
3	Did all High Asset Filters get Changed			<u>NOT ON SCHEDULE</u>
Qty	Size			
2	<u>16 x 20 x 2</u>			

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: GMW Additional Notes:

PTAC - 2

model #: CAG1200 - PP - VP - V

Serial #: 62560291C

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: P-055-101LOCATION/RM #: 117 WO# 7813 ASSET # 4670MECHANIC
SIGNATURE: DATE: 3/28/19START TIME: 11:00FINISH TIME: 11:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMMITTEE		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.	✓		
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 PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.	✓		
2	Tighten all electrical connections and measure voltage and current on motors.	✓		
3	Check filters and clean or replace as necessary.	✓		
4	Lubricate all moving parts.	✓		
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	✓		
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	✓		
7	Clean evaporator and condenser air conditioning coils.	✓		
8	Clean and adjust blower components to provide proper system airflow.	✓		
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	✓		

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:

PTFC - 1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MAKE UP AIR UNIT - HEATING/COOLING

SITE AND BLDG #: P-655-01LOCATION/RM #: 117 WO# 7813 ASSET # 4673MECHANIC
SIGNATURE: DATE: 3/29/11START TIME: 1:15FINISH TIME: 1:30

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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating system is operating correctly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Tighten all electrical connections and measure voltage and current on motors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Check filters and clean or replace as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Lubricate all moving parts.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Clean evaporator and condenser air conditioning coils.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Clean and adjust blower components to provide proper system airflow.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.	<input checked="" type="checkbox"/>	<input checked="" 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 #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

*PTCC**- 2*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #:

Project 101

LOCATION/RM #:

MEP

WO# 7813

ASSET # 7361

MECHANIC
SIGNATURE:

START TIME:

0600

DATE: 3/28/18

FINISH TIME:

0620

ITEM/CRITICAL REQUIREMENT	CHECKPOINT/DESCRIPTION	TASK (COV/BLDG)		NOTES/ACTIONS (ENTER COMMENTS, CHANGES, AND PROVIDED 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 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 PERFORMED AT EACH INSPECTION SERVICE (6)				
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

1 Pe Daudh