

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

FACID/Building: Pross

Date of Visit: 9/12/19

Contractor Personnel on Site:

1. Tony Lazzari
2. Jim Gaulton
3. Scott Wery

4. _____
5. _____
6. _____

Work Performed:

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

1. 10791

10893

2. 10833

3. 10984

4. 10861

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gaulton

Date: 9-12-19

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: TIMOTHY S PETERS

Date: 12 SEP 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 058

Date of Visit: 9/12/19

Contractor Personnel on Site:

- | | |
|-----------------------|----------|
| 1. <u>Tony Luzzo</u> | 4. _____ |
| 2. <u>Jim Gertsen</u> | 5. _____ |
| 3. <u>Scott Warr</u> | 6. _____ |

Work Performed:

Other Recurring Services

- | | |
|-----------------|-------|
| 1. <u>10729</u> | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Luzzo

Date: 9/12/19

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: TIMOTHY S PETERS

Date: 12 SEP 19

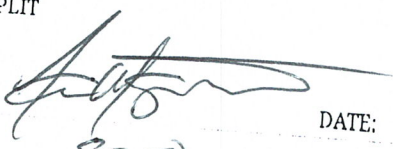
Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 055-01

MECHANIC
SIGNATURE:


DATE:

2/12/19

LOCATION/RM #:

117

WO# 10904

ASSET # 4672

START TIME:

850

FINISH TIME:

900

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.		—	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		—	
3	Tighten all electrical connectors to proper torque as needed.		—	
4	Check that the fan runs properly in all speeds as applicable.		—	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.		—	N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.		—	N/A
7	Lubricate mechanical connections of dampers sparingly as applicable.		—	N/A
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.		—	N/A

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.

N/A

N/A

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 discription of the deficiency. To be performed by: General Maintenance Worker

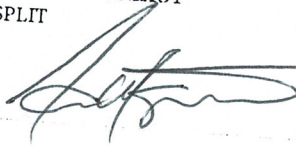
Additional Notes:

PTNC 1

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pn 055-01

MECHANIC
SIGNATURE: 

LOCATION/RM #: 117

WO# 10904

ASSET # 4673

START TIME: 850

DATE: 9-12-19

FINISH TIME: 900

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.	/		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	/		
3	Tighten all electrical connectors to proper torque as needed.	/		
4	Check that the fan runs properly in all speeds as applicable.	/		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	N/A	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	N/A	
7	Lubricate mechanical connections of dampers sparingly as applicable.	/	N/A	
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.	/	N/A	

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.

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PTMC - 2

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #:

PR 055 -01

LOCATION/RM #:

MEP

WO# 1084

ASSET 7361

MECHANIC
SIGNATURE:

DATE:

8/12/19

START TIME:

0630

FINISH TIME:

0630

GENERAL INSTRUCTIONS		SPECIFIC INSTRUCTIONS	
NO.	DESCRIPTION	STATUS	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	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.		
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, take 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

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