

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: Prost Date of Visit: 5/31/19

Contractor Personnel on Site:

1.	<u>Tony</u>	<u>Grestens</u>	4.
2.	<u>Jim</u>	<u>Grestens</u>	5.
3.	<u>Scott</u>	<u>Berry</u>	6.

Work Performed:

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

1.	<u>8509</u>	<u>8666</u>
2.	<u>8638</u>	<u>8742</u>
3.	<u>8718</u>	
4.	<u>8547</u>	

CERTIFICATION OF WORK

To be signed by the Contractor:

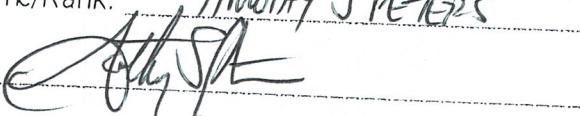
Print Name: Tim Grestens Date: 5-31-19

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: 31 MAY 19

Signed: 

E-Mail:

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

Facility/Building: Pr 685 Date of Visit: 5/2/18

Contractor Personnel on Site:

1. Car Datzel 4.

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 8568

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

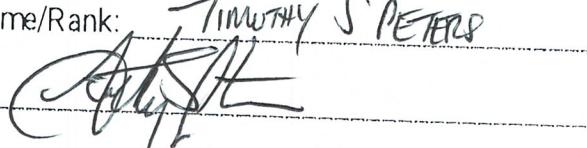
**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: S. Geerfag Date: 5-31-19  
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: 31 MAY 19  
Signed:   
E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
AIR HANDLER

SITE AND BLDG #: *Pr 605 - 01*LOCATION/RM #: *0075102* WO# *8718* ASSET # *3108*MECHANIC  
SIGNATURE: *John*DATE: *7/31/18*START TIME: *10:00*FINISH TIME: *10:30*

ITEM	DESCRIPTION	STATUS		NOTES/ACHIEVEMENT
		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	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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperages on all three phases (record in note column) (note L1, L2, and L3 amp draws.)	✓		L1 <i>10</i> L2 <i>10.7</i> L3 <i>10.6</i>
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.	✓		<i>CHANGED</i>
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 freezestat 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:

*A/111 - 1**BL*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**HOT AIR FURNACE**

ACTIVITY AND BLDG #: *PL 005 - G1*LOCATION: *INTSR W# 8718 ASST # 3418*MECHANIC  
SIGNATURE: *Scott Kelly*DATE: *5/31/18*START TIME: *9:00*FINISH TIME: *9:30*

ITEM	DESCRIPTION	PASSED/COMPLETED		NOTES/EXCLUSIONS
		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 type="checkbox"/>	
2	Review manufacturer's instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JOB PERFORMED DURING INSPECTION SERVICE				
1	Remove furnace ends and access panels if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check smoke stack for obstructions, leaks, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>N/A</i>
4	Clean bottom of smoke stack (breaching).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>N/A</i>
5	Clean all fans and motors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>N/A</i>
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Replace furnace and access panels ends if removed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Treat all rusted areas with rust inhibitor and touch up paint.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
12	Remove lock outs and tags. Restore fuel and power supply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:

*Furnace*

*MUA - 1*

*BC*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**HOT AIR FURNACE**

ACTIVITY AND BLDG #:

PP 085-01

LOCATION: *Boyle**new*

WS # 8718 Asset # 3921

MECHANIC  
SIGNATURE:

DATE:

5/31/18

START TIME: 9:30

FINISH TIME 10:00

ITEM	DESCRIPTION	DAYS TO COMPLETE	NOTES/REMARKS	
			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	Review manufacturer's instructions.		✓	
3	Schedule shutdown with operating personnel.		✓	
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	Remove furnace ends and access panels if applicable.		✓	
6	Check the fire box liner or refractory for cracks and leaks.			
7	Check smoke stack for obstructions, leaks, etc.			N/A
8	Clean bottom of smoke stack (breaching).			N/A
9	Clean all fans and motors.			N/A
10	Check operation of controls and safeties.		✓	
11	Lubricate as required.		✓	
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)			N/A
13	Replace furnace and access panels ends if removed.		✓	
14	Check all motors, belts, pulleys, shafts, etc. for alignment.		✓	
15	Treat all rusted areas with rust inhibitor and touch up paint.		✓	N/A
16	Remove lock outs and tags. Restore fuel and power supply.		✓	

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:

*FURNACE MUN - 2*

*AMP DMR*

*2.7 2.7 2.8*

*BC*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
DEHUMIDIFIER

SITE AND BLDG #: PA Q55-00

LOCATION/RM #: Vmer

WO# 8218

ASSET # 505

MECHANIC  
SIGNATURE:  


DATE: 5/30/19

START TIME:

FINISH TIME:

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:

Still Not in  
order  
working

BL