

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: P0 085-01 Date of Visit: 3/29/19

Contractor Personnel on Site:

1. Tony Gravus
2. Jim Geertgens
3. Scott Wren
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: THOMAS J PETERS Date: 29 MAR 19
Signed: Thomas J. Peters
E-Mail: _____

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

SITE AND BLDG #: P2055-02LOCATION/RM #: 0MS WO# 7882 ASSET # 5313MECHANIC
SIGNATURE: DATE: 3/29/19START TIME: 130FINISH TIME: 145

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.		/	
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).		/	WASHED FILTERS
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:

PTAC

Filters

are washable

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *Fn 058-08*
 LOCATION: OMS *WB 7892 assd # 5313*

MECHANIC
SIGNATURE: *[Signature]*

DATE: *3/22/19*

START TIME: *130*

FINISH TIME: *145*

ITEM #	DESCRIPTION	TASK COMPLETED (YES / NO)	NOTES / ACHIEVEMENT	
			SPECIAL INSTRUCTIONS	NOTES / ACHIEVEMENT
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/		
4	Schedule work with operating personnel, as needed.			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	/	NA	
JOB PERFORMED DURING EACH INSPECTION PERIOD				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/	NA	
2	Check and clean all electrical contacts and pneumatic orifices.	/	NA	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/	NA	
4	Check for bad indicator lights and gauges and replace as necessary.	/	NA	
5	Test all controllers and set at proper set points.	/	NA	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.	/	NA	

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:

HVAC Control Panel