

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: 9/12/19

Contractor Personnel on Site:

1. Tony Gazzani
2. Sir Greetjan
3. Scott Wer...}

- 4.
- 5.
- 6.

Work Performed:

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

1. 10791 10893
2. 10833
3. 10884
4. 10861

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 9-12-19

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: 12 SEP 19

Signed: Timothy S Peters

E-Mail:

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

FacID/Building: P1 058

Date of Visit: 8/12/19

Contractor Personnel on Site:

1. Tony Lazz
2. Jim Gertsen
3. Scott Warr

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 10724
- 2.
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Lazz

Date: 8/12/19

Signed: Tony L

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: Timothy S Peters

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA058 -01

LOCATION/RM #: Bms

WO# 10893

ASSET # 4648

MECHANIC
SIGNATURE:
John

DATE:

9/12/11

START TIME:

9:55

FINISH TIME:

9:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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.
- 4 Check fan blades for dust buildup and clean if necessary.
- 5 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 6 Tighten all electrical connectors to proper torque as needed.
- 7 Check that the fan runs properly in all speeds as applicable.
- 8 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 9 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.
- 10 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 11 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 12 Check coils for leaking, tightness of fittings.
- 13 Use fin comb to straighten coil fins as needed.

NA
NA
NA
NA

/ /

- 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.

NA

NA

B/K

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:

3 1c

17, 18, 19

1 Piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *In 056-02*

LOCATION: OM/ *Wc 10883 Asset# 5313*

MECHANIC
SIGNATURE: *James*

DATE: *8/12/18*

START TIME: *925*

FINISH TIME: *930*

ITEM NUMBER	DESCRIPTION	PAST COMPLETED	NOTES/ACHIEVEMENTS
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.		
3	Schedule work with operating personnel, as needed.		
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	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.		
6	Replace defective control safeties (as work order) found while performing preventive maintenance.		
7	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		
8	Check and clean all electrical contacts and pneumatic orifices.		
9	Check pneumatic tubing for leaks or damage. Repair or replace as required.		
10	Check for bad indicator lights and gauges and replace as necessary.		
11	Test all controllers and set at proper set points.		
12	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		

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:

BK

HVAC Control Panel for

Resident Please