

CERTIFICATION OF WORK

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

FACID/Building: Pr 067 Date of Visit: 6/20/19

Contractor Personnel on Site:

- | | |
|------------------------|----------|
| 1. <u>Tony Grans</u> | 4. _____ |
| 2. <u>Jim Geertsen</u> | 5. _____ |
| 3. <u>Scott Werry</u> | 6. _____ |

Work Performed:

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

- | | |
|----------------|-------|
| 1. <u>9127</u> | _____ |
| 2. <u>9386</u> | _____ |
| 3. <u>9335</u> | _____ |
| 4. <u>9443</u> | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertsen Date: 6-20-19

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: Scott Werry Date: 20 Jun 19

Signed: [Signature]

E-Mail:

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

FACID/Building: Pro67

Date of Visit: 6/20/19

Contractor Personnel on Site:

1. Tony Green
2. Jim Geertgens
3. Scott Werry

4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 9209

2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 6-20-19

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: SSgt J. R. [Signature]

Date: 20 Jun 19

Signed: [Signature]

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VACUUM PUMP

ACTIVITY AND BLDG #:

Pr 067 -01

MECHANIC

SIGNATURE:

DATE:

6/20/18

LOCATION:

Drill

Wall 9336

asset # 1071

START TIME:

830

FINISH TIME:

840

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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 manufacturer's instructions of each device before making adjustments to the device or to the system PRIOR to making any changes.		-	
3	Schedule service outages for the areas controlled by the field panel.		-	
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.		-	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Drain oil from reservoir if applicable. Place oil in a proper receptacle for oil disposal.		N/A	
2	Remove oil filter and replace, if applicable.		N/A	
3	Remove oil sight glass and clean as needed.		N/A	
4	Fill with the appropriate type and amount of oil if applicable. Refer to manufacturer's specifications for the equipment.		N/A	
5	Remove the exhaust filter and replace.		N/A	
6	Check the exhaust chamber and oil return line for clogging. Clean if needed.		N/A	
7	Inspect the exhaust chamber for excess oil. Wipe out if needed.		N/A	
8	Inspect the vacuum inlet filter.	-	N/A	
9	Wipe out the interior of the filter housing	-	N/A	
10	Wipe exterior surfaces of the pump free of debris and oil.	-	N/A	
11	Remove and clean the vacuum diverter valve. Replace with new if needed.	-	N/A	
12	If applicable, check the drive belt for cracks fraying and stretching. Replace if worn.	-	N/A	

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:

12 FIRM REID

bx

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #:

PA 067-01

MECHANIC

SIGNATURE:

DATE:

6/20/19

LOCATION/RM #:

Back
STAIR

WO#

7386

ASSET #

4208

START TIME:

845

FINISH TIME:

853

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	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 heater coils and associated piping for leaks or corrosion.			
2	Clean heating coil. Brush vacuum where accessible.			
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.			
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.			
6	Verify proper control by modulating the thermostat through complete cycle.			
7	Inspect unit for proper operation.			
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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: HVAC Technician

UH-3

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

PA 667-01

MECHANIC
SIGNATURE:

[Signature]

DATE:

2/20/18

LOCATION/RM #: DRLC
1402

WO#

9386

ASSET #

4242

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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
2	Clean dirt from heater, vaccuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.			
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

1 R11 - G

BLC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

PA 057 - G1

MECHANIC
SIGNATURE:

[Signature]

DATE:

6/28/18

LOCATION/RM #:

Baiken

WO#

388

ASSET #

4278

START TIME:

900

FINISH TIME:

910

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	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	For gas/oil heaters:	-		
	1. Remove access panels if applicable.	-		
	2. Check the fire box liner or refractory for cracks and leaks.	-		
	3. Check all gas lines for leaks. Repair as needed.	-		
2	Clean dirt from heater, vacuuming is preferred.	-		
3	Check operation of gas valve.	-		
4	Check for gas leaks.	-		
5	Check operation of thermostat.	-		
6	If applicable, replace primary air intake filter.	-		
7	As needed, clean spark electrode and reset gap, replace if necessary.	-		
8	Inspect flue pipe and connections.	-		
9	If applicable, inspect and clean outside air blower and blower intake.	-		
10	Inspect unit for proper operation.	-		
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	-		

Note The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

UH-4

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

PA 067 - 01

MECHANIC
SIGNATURE:

[Signature]

DATE:

6/20/19

LOCATION/RM #: 12N

WO#

9386

ASSET #

4300

START TIME:

900

FINISH TIME:

920

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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.	-		
	2. Check the fire box liner or refractory for cracks and leaks.	-		
	3. Check all gas lines for leaks. Repair as needed.	-		
	Clean dirt from heater, vaccuming is preferred.	-		
	Check operation of gas valve.	-		
	Check for gas leaks.	-		
	Check operation of thermostat.	-		NA
	If applicable, replace primary air intake filter.	-		NA
	As needed, clean spark electrode and reset gap, replace if necessary.	-		
	Inspect flue pipe and connections.	-		
	If applicable, inspect and clean outside air blower and blower intake.	-		
	Inspect unit for proper operation.	-		
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	-		

Note The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WP - 2

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: PA 067-0,

LOCATION/RM #: 2nd floor

WO# 9286

ASSET # 4301

MECHANIC
SIGNATURE:

[Signature]

DATE:

6/20/19

START TIME:

9:10

FINISH TIME:

9:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
2	Clean dirt from heater, vacuuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.			N/A
7	As needed, clean spark electrode and reset gap, replace if necessary.			N/A
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WF - 3

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

Pa 067-01

MECHANIC
SIGNATURE:

[Signature]

DATE:

6/20/19

LOCATION/RM #:

2nd Floor
men

WO#

9386

ASSET #

4302

START TIME:

930

FINISH TIME:

940

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
	Clean dirt from heater, vacuuming is preferred.			
	Check operation of gas valve.			
	Check for gas leaks.			
	Check operation of thermostat.			
	If applicable, replace primary air intake filter.			
	As needed, clean spark electrode and reset gap, replace if necessary.			
	Inspect flue pipe and connections.			
	If applicable, inspect and clean outside air blower and blower intake.			
	Inspect unit for proper operation.			
	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

NP
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

WF-5

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

PA 067-01

MECHANIC
SIGNATURE:

[Signature]
940

DATE:

6/20/19

LOCATION/RM #:

WO# 9386

ASSET # 9309

START TIME:

FINISH TIME:

800

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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
2	Clean dirt from heater, vacuuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.		NA	
7	As needed, clean spark electrode and reset gap, replace if necessary.		NA	
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WK - 4

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: **PR 067-01**

MECHANIC
SIGNATURE: *[Signature]*

DATE: **6/20/12**

LOCATION/RM #: **Female
2nd Flr**

WO# **9386**

ASSET # **430r**

START TIME: **950**

FINISH TIME: **1000**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
2	Clean dirt from heater, vacuuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.			
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WPK - 6

BK

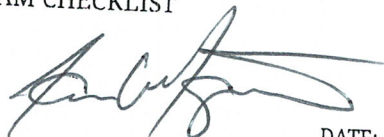
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #:

Pr 067 - 01

MECHANIC

SIGNATURE:



DATE:

6/20/19

LOCATION/RM #:

Vapor

WO#

9386

ASSET #

4318

START TIME:

1000

FINISH TIME:

1010

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	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 heater coils and associated piping for leaks or corrosion.			
2	Clean heating coil. Brush vacuum where accessible.			
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.			
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.			
6	Verify proper control by modulating the thermostat through complete cycle.			
7	Inspect unit for proper operation.			
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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: HVAC Technician

600 - 1

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

PA 067-01

MECHANIC
SIGNATURE:

[Signature]

DATE:

6/20/19

LOCATION/RM #:

Waccam

WO#

9386

ASSET #

4502

START TIME:

1010

FINISH TIME:

1020

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
2	Clean dirt from heater, vaccuming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.			
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

2 PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: **PR 067 - 01**

LOCATION/RM #: **Cage** WO# **9386** ASSET # **4589**

MECHANIC
SIGNATURE: *[Signature]*

DATE: **6/20/19**

START TIME: **1030**

FINISH TIME: **1040**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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	For gas/oil heaters:			
	1. Remove access panels if applicable.			
	2. Check the fire box liner or refractory for cracks and leaks.			
	3. Check all gas lines for leaks. Repair as needed.			
	Clean dirt from heater, vacuuming is preferred.			
	Check operation of gas valve.			
	Check for gas leaks.			
	Check operation of thermostat.			
	If applicable, replace primary air intake filter.			
	As needed, clean spark electrode and reset gap, replace if necessary.			
	Inspect flue pipe and connections.			
	If applicable, inspect and clean outside air blower and blower intake.			
	Inspect unit for proper operation.			
	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

GUIT

2, 3, 4, 5

Asset # **4589 - A**

Needs New Thermostat

4589 - D

cracked Heat Exchanger

BK