

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

FACID/Building: Pa 087 Date of Visit: 3-11-19

Contractor Personnel on Site:

1. Jim Geertgens
2. _____
3. _____
4. _____
5. _____
6. _____

Work Performed:

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

1. 7672
2. 7763
3. 7934
4. 8000

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-11-19

Signed: J. 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: WOLFF, JAMES T. 659 Date: 11MAY19

Signed: James T. Wolff

E-Mail: james.t.wolff.civ@mail.mil

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

FacID/Building: PA 089-0 Date of Visit: 3-11-19

Contractor Personnel on Site:

1. Jim Geertgens
2.
3.
4.

5.
6.

Work Performed:

Other Recurring Services

1. 7584
2.
3.
4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-11-19
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: WOLFF, JAMES T. GSS Date: 11 man 19
Signed: James T. Wolff

E-Mail: james.t.wolff.civ@mail.mil

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

SITE AND BLDG #: PA 087-01

LOCATION/RM #: Ref. WO# 7839 ASSET # 4688

MECHANIC
SIGNATURE: 

DATE: 3-11-19

START TIME: 900

FINISH TIME: 915

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.		/	
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).		/	
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:

KU 1

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

SITE AND BLDG #: *PA 081 - 01*LOCATION/RM #: *1st flr* WO# *7834* ASSET # *4696*MECHANIC
SIGNATURE: *John*DATE: *3/15/19*START TIME: *910*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	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.		/	
4	Check thermostat settings to ensure the cooling and heating system is operating correctly.		/	TO BE PERFORMED AT EACH INSPECTION SERVICE
5	Tighten all electrical connections and measure voltage and current on motors.		/	<i>N/A</i>
6	Check filters and clean or replace as necessary.		/	
7	Lubricate all moving parts.		/	
8	Check and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).		/	
9	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.		/	
10	Clean evaporator and condenser air conditioning coils.		/	<i>N/A</i>
11	Clean and adjust blower components to provide proper system airflow.		/	<i>N/A</i>
12	Check all gas (or oil) connections, gas pressure, burner combustion and heat exchanger.		/	<i>N/A</i>

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:

KU-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 081 - 01

LOCATION/RM #: 113

WO# 7934

ASSET # 5122

MECHANIC
SIGNATURE: *John Ferguson*

START TIME: 800

DATE: 3-11-19

FINISH TIME: 815

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.	NP	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	NP	
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.	/	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	
7	Lubricate mechanical connections of dampers sparingly as applicable.	NP	
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.	NP	

K00-046CMI Management Inc.

12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	NP
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	/
14	Vacuum interior of unit.	NP
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 description of the deficiency. To be performed by: General Maintenance Worker
 Additional Notes:

MPI SPLIT

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: Pa 087-01
 LOCATION: Bldg WO# 7934 PSSN# 1303

MECHANIC
 SIGNATURE: *John W*

DATE: 3/11/19

START TIME: 900

FINISH TIME: 965

ITEM #	CHECKPOINT DESCRIPTION	TASK COMPLETED (YES / NO)	NOTES / ACTIONS	
			SPECIFIC INSTRUCTIONS	NOTES / ACTIONS
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.	/		
TO BE PERFORMED DAILY EACH INSPECTION SERVICE				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/		
2	Check and clean all electrical contacts and pneumatic orifices.	/		
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/		
4	Check for bad indicator lights and gauges and replace as necessary.	/		
5	Test all controllers and set at proper set points.	/		
6	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:

Pa 110 - 2

Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: *PP 087*LOCATION/RM #: *MEP* WO# *7934* ASSET # *7368*MECHANIC
SIGNATURE: *J. G. L.*DATE: *3/1/18*START TIME: *04:56*FINISH TIME: *05:00*

ITEM #	DESCRIPTION	NOTES/ACTIONS (IF DURING COMPLIANCE IS BREACHED NO PROVIDE EXPLANATION)	SPECIAL INSTRUCTIONS	
			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 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.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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, takes 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:

J. G. L.