

ATTACHMENT J-0200000-05
FORMS

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. <u>Jim Greetgens</u> | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Work Performed:

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

- | | |
|----------------|-------|
| 1. <u>7672</u> | _____ |
| 2. <u>7763</u> | _____ |
| 3. <u>7934</u> | _____ |
| 4. <u>8000</u> | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

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

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: WOLFF, JAMES T. 659 Date: 11 MAR 19

Signed: [Signature]

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 089-01

Date of Visit: 3-11-19

Contractor Personnel on Site:

1. Jim Geertgens

4. _____

2. _____

5. _____

3. _____

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: _____

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. CSS

Date: 11 MAR 19

Signed: _____

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

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

SITE AND BLDG #:

PA 087-01

MECHANIC

SIGNATURE:

DATE: 3-11-19

LOCATION/RM #:

Rmt

WO# 7939

ASSET # 4688

START TIME:

900

FINISH TIME:

915

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	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 systems are operating correctly.		N/A	
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.		N/A	
7	Clean evaporator and condenser air conditioning coils.		N/A	
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.		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 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 087 - 01

LOCATION/RM #:

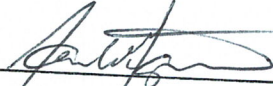
K2U

WO# 7834

ASSET # 4686

MECHANIC

SIGNATURE:



DATE: 3-11-19

START TIME:

910

FINISH TIME:

920

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	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 systems are operating correctly.		N/A	
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.		N/A	
7	Clean evaporator and condenser air conditioning coils.		N/A	
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:

K2U - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 087 - 01

LOCATION/RM #: 113

WO# 7934

ASSET # 5122

MECHANIC

SIGNATURE: *[Signature]*

DATE: 3-11-19

START TIME: 800

FINISH TIME: 815

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, 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.	—	NA	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	—	NA	
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.	—	NA	
7	Lubricate mechanical connections of dampers sparingly as applicable.	—	—	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a U.E.	—	—	
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.	—	NA	

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 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.

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:

mini split

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

Pa 087-01

MECHANIC

SIGNATURE:

DATE: 3/11/19

START TIME: 900

FINISH TIME: 945

LOCATION:

Bldg 7934 Pssal # 1303

CHECK ITEM	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (If task completed, check box or 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 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.	/		
TROUBLESHOOTING DATA/EXCEPTIONS/REMARKS				
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:

P14U - 2

Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #: PA 087

MECHANIC SIGNATURE: [Signature]

DATE: 3/1/18

LOCATION/RM #: MEP WO# 7934 ASSET # 7368

START TIME: 0456 FINISH TIME: 0500

CHECK POINT	CHECK POINT DESCRIPTION	PASS/COMPLIANT		NOTES/ACTIONS (If Deficient, Complete Corrective Action)
		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	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 discription of the deficiency.
To be performed by: General Maintenance Worker

Additional Notes:

1 PC