

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: PL087

Date of Visit: 9/16/19

Contractor Personnel on Site:

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

- 4.
- 5.
- 6.

Work Performed:

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

1. 10781
2. 10826
3. 10915
4. 10854

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: J Geertgens

Date: 9-10-19

Signed: 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: James T. Wolff OS9

Date: 10 SEP 19

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: Pr 082 Date of Visit: 8/10/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geerhey
3. Scott Berry
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 10736
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Lazarus Date: 8/10/19
Signed: Tony

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: JAMES T. WOLFF GS9 Date: 10 SEP 19
Signed: James T. Wolff
E-Mail: james.t.wolff.cua@mail.mil

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

SITE AND BLDG #: *Pr 087 -01*LOCATION/RM #: *Roof* WO# *10915* ASSET # *4695*MECHANIC
SIGNATURE: *[Signature]*DATE: *8/16/19*START TIME: *830*FINISH TIME: *895*

CHECK ITEM	DESCRIPTION	PASSED/COMPLETED	NOTES/INSTRUCTIONS	NOTES/COMMENTS	
				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 and inspect the condensate drain in your central air conditioner, furnace and/or heat pump (when in cooling mode).				
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 887-a1*LOCATION/RM #: *Roof*WO# *10915*ASSET # *4696*MECHANIC
SIGNATURE: *[Signature]*DATE: *2/10/19*START TIME: *8:15*FINISH TIME: *8:55*

ITEM NUMBER	DESCRIPTION	TASK COMPLETED	NOTES/REMARKS	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 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 systems operating correctly.				
5	Tighten all electrical connections and measure voltage and current on motors.				
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.				
11	Clean and adjust blower components to provide proper system airflow				
12	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-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 087-01*LOCATION/RM #: *113*WO# *10915*ASSET # *5120*MECHANIC
SIGNATURE: *[Signature]*START TIME: *830*DATE: *8/10/18*FINISH TIME: *840*NOTES/ACTIONS
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE 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	<i>N/A</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<i>N/A</i>
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.	<i>N/A</i>
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.	<i>N/A</i>

- 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.

*N/A**N/A**N/A**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 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

Pn 087-01

LOCATION: Boiler Room W# 10915 Asset # 53-3

MECHANIC
SIGNATURE:

START TIME:

845

DATE:

8/10/18

FINISH TIME:

880

ITEM	DESCRIPTION	WORK COMPLETED	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	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.			NP
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			NP
2	Check and clean all electrical contacts and pneumatic orifices.		/	NP
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.		/	NP
4	Check for bad indicator lights and gauges and replace as necessary.		/	NP
5	Test all controllers and set at proper set points.			NP
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			NP

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

for RCU-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: *PA087 - G1*LOCATION/RM #: *M6P*WO# *10915*ASSET # *7368*MECHANIC
SIGNATURE: *Joy E*DATE: *9/10/19*START TIME: *0630*FINISH TIME: *0630*

ITEM NUMBER (if applicable)	DESCRIPTION OF EQUIPMENT	SPECIAL INSTRUCTIONS	WORK PERFORMED		COMPLETED BY
			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.				
1	Open and tag switch.				
2	Inspect visual condition of wiring. Look for evidence of overheating.				
3	Check for proper light operation.				
1	Test operation of automatic switches/ time clock/ photocells if applicable.				
3	Inspect light pole and mounting devices for deficiencies.				
3	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:

1 *PC*