

CERTIFICATION OF WORK

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

FACID/Building: P2087

Date of Visit: 9/10/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertman
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. Geertman

Date: 9-10-19

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: JAMES T. WOLFF GS9

Date: 10 SEP 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: P 087

Date of Visit: 9/10/19

Contractor Personnel on Site:

1. Tony Lizaras
2. Jim Gertsey
3. Scott Werry

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 Lizaras

Date: 9/10/19

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: JAMES T. WOLFF 659

Date: 10 SE/19

Signed: [Signature]

E-Mail: james.t.woff.civ@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:

START TIME:

8:30

DATE:

9/10/19

FINISH TIME:

8:45

CHECK ITEM	CHECK/ROUTINE DESCRIPTION	PASS/COMPLIANCE		NOTES/REMARKS
		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.			
OTHER PERFORMED AT EACH INSPECTION SERVICE				
1	Check thermostat settings to ensure the cooling and heating systems are 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:

K u - 1

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

SITE AND BLDG #:

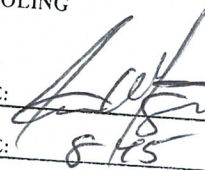
PA 087-01

LOCATION/RM #:

R06

WO# 10915

ASSET # 4696

MECHANIC
SIGNATURE:


DATE:

2/10/19

START TIME:

8:45

FINISH TIME:

8:50

CHECK POINT	DESCRIPTION	STATUS		REMARKS/ACTIONS
		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 systems are 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

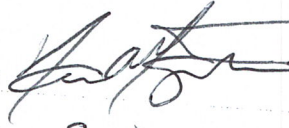
Additional Notes:

KU-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P0087-01

MECHANIC
SIGNATURE:

DATE:

8/10/19

LOCATION/RM #:

113

WO#

10915

ASSET #

5120

START TIME:

830

FINISH TIME:

840

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.	—	—	
7	Lubricate mechanical connections of dampers sparingly as applicable.	—	NA	
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.	—	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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #:

Pr 087-01

LOCATION:

Boiler Room

Woh 10915

Asset # 53-3

MECHANIC

SIGNATURE:

DATE:

9/10/19

START TIME:

845

FINISH TIME:

800

ITEM NO.	DESCRIPTION	STATUS	REMARKS
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.		
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:

HVAC

Control Panel

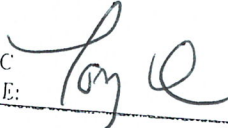
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AHU-2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST LIGHTING, OUTSIDE

SITE AND BLDG #:

P0087 - C1

MECHANIC
SIGNATURE:


DATE:

9/10/19

LOCATION/RM #:

MEP

WO#

10915

ASSET #

7368

START TIME:

0630

FINISH TIME:

0635

CHECKLIST INSTRUCTIONS		YES	NO	REMARKS
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.			
1	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