ATTACHMENT J-0200000-05
FORMS

CERTIFICATION OF WORK

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

FACID/Building: PR 087 Date of Visit: 5/30/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geerdgas
3. Seth Worry
4.
5.
6.

Work Performed:

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

1. 8525 8687
2. 8618 8735
3. 8748
4. 8539

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geerdgas Date: 5-30-19

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. 659 Date: 30 MAY 19

Signed:

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

OTHER RECURRING SERVICES CERTIFICATION OF WORK

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

FACID/Building: PA 087-01 Date of Visit: 5/7/18

Contractor Personnel on Site:

1. Tony Lazaros
2. Jim Geerdsen
3. Scott Wercy
4.
5.
6.

Work Performed:

Other Recurring Services

1. 8580
2.
3.
4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Georgeus Date: 5-30-19

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: Date:

Signed:

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: PA 087-01

MECHANIC SIGNATURE: [signature] DATE: 5/30/18

LOCATION/RM #: Hallway WO# 8748 ASSET # 3158

START TIME: 10:40 FINISH TIME: 11:00

CHECKS PERFORMED	CHECKLIST DESCRIPTION	TASK(S) COMPLETED YES	TASK(S) COMPLETED NO	NOTES/ACTIONS (IF TASK(S) COMPLETED/SUCCESSFUL PROVIDE EXPLANATION)
	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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.		✓	
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check fan blades and moving parts for cracks and excessive wear.	✓		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	✓		L1 3.2 L2 3.3 L3
3	Tighten all electrical connectors/lugs to proper torque.	✓		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.		N/A	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	✓		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.		N/A	
8	Lubricate mechanical bearings and connections sparingly.	✓		
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.	✓		
12	If applicable, clean strainer (annually).		N/A	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	✓		
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	✓		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	✓		
16	Check and test freezestat for proper operation	✓		
17	Vacuum interior of unit.	✓		
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	✓		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	✓		
20	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 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 perfomed by: HVAC Technician

Additional Notes:

AHU-1

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

SITE AND BLDG #: PA 087 -G1

MECHANIC SIGNATURE: [signature] DATE: 5/3/18

LOCATION/RM #: Drive WO# 8748 ASSET # 3170

START TIME: 1015 FINISH TIME: 1100

CHECK POINT	CHECKLIST/NEED DESCRIPTION	TASKS COMPLETED YES	TASKS COMPLETED NO	NOTES/ACTIONS (IF TASK COMPLETED IS CHECKED NO, PROVIDE EXPLANATION)
	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	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.		—	
	TO BE PERFORMED AT EACH INSPECTION/SERVICE			
1	Check fan blades and moving parts for cracks and excessive wear.	—		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	—		L1 10.5 L2 10.6 L3 ____
3	Tighten all electrical connectors/lugs to proper torque.	—		
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	—		
5	Check bearing collar set screws on fan shaft to make sure they are tight.		NA	
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	—		
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	—		
8	Lubricate mechanical bearings and connections sparingly.		NA	
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.	—		
12	If applicable, clean strainer (annually).		NA	
13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	—	NA	
14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	—		
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	—		
16	Check and test freezestat for proper operation		NA	
17	Vacuum interior of unit.		NA	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	—		
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	—		
20	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 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 perfomed by: HVAC Technician

Additional Notes:

AHU - 2

BC

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: P1 087-01

MECHANIC SIGNATURE: [signature]

LOCATION/RM #: WO# 5748 ASSET # 3301

DATE: 5/3-/17

START TIME: 645 FINISH TIME: 800

CHECK POINT	CHECKPOINT DESCRIPTIONS	WORK COMPLETED YES	WORK COMPLETED NO	NOTES/ACTIONS (IF "NO" IS CHECKED, PROVIDE EXPLANATION)
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 outage of unit with personnel in area the unit serves.	✓		
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	If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.	✓		
TO BE PERFORMED AT EACH INSPECTION OR VISIT				
1	Remove debris from air screen and clean underneath unit.	✓		
2	Wash coil with coil cleaning solution - Rinse Thoroughly	✓		
3	Straighten fin tubes with fin comb, as needed.		N/A	
4	Check electrical connections for tightness.	✓		
5	Check mounting base for tightness.	✓		
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓		
7	Inspect all piping for leaks and tighten loose connections.	✓		
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓		
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓		
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		
11	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 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 perfomed by: HVAC Technician
Additional Notes:

ACCU - 1

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA 087 -01

MECHANIC SIGNATURE: [signature] DATE: 5/30/18

LOCATION/RM #: 113 WO# 8748 ASSET # 4725

START TIME: 800 FINISH TIME: 805

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE: YES	TASK COMPLETE: NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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.		/	
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.		/	
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	If EMS system permits, check that the operating controls activate damper per design specifications.	/		
2	If required, check damper linkage for tightness and lightly lubricate.	/		
3	If required, inspect dampers for free movement.	/		
4	If required, inspect actuators for tightness to mounting brackets.	/		
5	As needed, tighten electrical connections to servo motor.	/		
6	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 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 perfomed by: HVAC Technician

Additional Notes:

VAV -10 IS INACTIVE, NO HEAT ALLOWED IN Computer Room

1 RC

BC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAV BOX

SITE AND BLDG #: PA 087 - 01

MECHANIC SIGNATURE: [signature] DATE: 1/30/19

LOCATION/RM #: WO# 5798 ASSET # 4832

START TIME: 805 FINISH TIME: 800

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE? YES	TASK COMPLETE? NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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.		✓	
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.		✓	
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	If EMS system permits, check that the operating controls activate damper per design specifications.	✓		
2	If required, check damper linkage for tightness and lightly lubricate.	✓		
3	If required, inspect dampers for free movement.	✓		
4	If required, inspect actuators for tightness to mounting brackets.	✓		
5	As needed, tighten electrical connections to servo motor.	✓		
6	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 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 perfomed by: HVAC Technician

Additional Notes:

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BIC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DEHUMIDIFIER

SITE AND BLDG #: P1 087-01 MECHANIC SIGNATURE: [signature] DATE: 5/30/19

LOCATION/RM #: WO# 8748 ASSET # 5049 START TIME: 900 FINISH TIME: 910

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE 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.		—	
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 water inlet and outlet for any leaks, repair as needed.	—		
2	Clean and/or replace filter as needed.	—		
3	If applicable, check hours per usage, replace tanks's as needed.	—		

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 discription of the deficiency.
To be perfomed by: General Maintenance Worker

Additional Notes:

BK