

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: PRO96 Date of Visit: 5/21/19

Contractor Personnel on Site:

- | | |
|-------------------------|----------|
| 1. <u>Tony Lazzar</u> | 4. _____ |
| 2. <u>Jim Geertgens</u> | 5. _____ |
| 3. <u>Scott Wren</u> | 6. _____ |

Work Performed:

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

- | | |
|----------------|----------|
| 1. <u>8483</u> | 4. _____ |
| 2. <u>8653</u> | 5. _____ |
| 3. <u>8786</u> | 6. _____ |
| 4. _____ | 7. _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 5-21-19

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: HANNAH FLORIAN GS-09 Date: 5/21/2019

Signed: 

E-Mail: hannah.l.florian.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 096-01 Date of Visit: 5/21/18

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertsema
3. Scott Berry
- 4.
- 5.
- 6.

Work Performed:

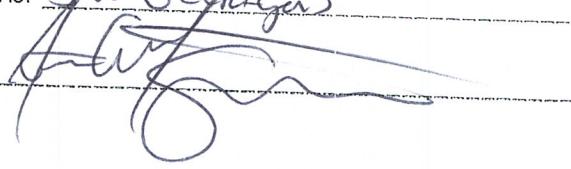
Other Recurring Services

1. 8583
- 2.
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

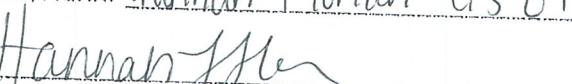
Print Name: Jim Geertsema Date: 5-21-19

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: Hannah Flonan GS-09 Date: 5/21/19

Signed: 

E-Mail: hannah.flonan@doe.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: Pr 096-01
LOCATION/RM #: Drive WO# 8756 ASSET # 3039

MECHANIC SIGNATURE: Anthony DATE: 5/2/19
START TIME: 9:30 FINISH TIME: 9:45

ITEM #	DESCRIPTION	STATUS (COMPLETED)		NOTES/ACTIONS (IF NOT COMPLETED, CHECKING PROVIDED BY MAINTENANCE)
		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	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 amperages on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/		L1 9.7 L2 10.2 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.	/		NA
8	Lubricate mechanical bearings and connections sparingly.	/		NA
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		NA
10	Check coils for leaking, tightness of fittings.	/		NA
11	Use fin comb to straighten coil fins.	/		NA
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: *PP 896-01*LOCATION/RM #: *Dale* WO# *8786* ASSET # *3040*MECHANIC
SIGNATURE: *John*DATE: *5/21/18*START TIME: *9450*FINISH TIME: *1000*

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACHIEVEMENTS (IF TASK COMPLETED, NO NOTES PROVIDED)
			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	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 amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.				L1 _____ L2 _____ 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.				
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.				
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)				
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

unit still does not run

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
HOT AIR FURNACE

ACTIVITY AND BLDG #: *Pp 096-01*LOCATION: *SIMULUM W# 8756 Issed # 3360*MECHANIC
SIGNATURE: *John*DATE: *5/21/13*START TIME: *830*FINISH TIME: *845*

ITEM	DESCRIPTION	DAYS TO COMPLETE	NOTES/ACCTIONS	
			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	Review manufacturer's instructions.		/	
3	Schedule shutdown with operating personnel.		/	
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/	
5	Remove furnace ends and access panels if applicable.			
6	Check the fire box liner or refractory for cracks and leaks.		/	
7	Check smoke stack for obstructions, leaks, etc.			
8	Clean bottom of smoke stack (breaching).			NA
9	Clean all fans and motors.			NA
10	Check operation of controls and safeties.		/	
11	Lubricate as required.			
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)			NA
13	Replace furnace and access panels ends if removed.			NA
14	Check all motors, belts, pulleys, shafts, etc. for alignment.		/	
15	Treat all rusted areas with rust inhibitor and touch up paint.			NA
16	Remove lock outs and tags. Restore fuel and power supply.			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:

Am P Drew 7.1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
 Filter Replacement

SITE AND BLDG #: PA 096-01

LOCATION/RM #: Simulator

MECHANIC
SIGNATURE:

DATE: 5/21/19

START TIME: 830

FINISH TIME: 845

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
Prosc	332T	ONR	58MFB	1307AO	110	0018	160-16 557a	Simulator

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace both internal and external filters as necessary.	/		
2	Label and Date Filter	/		
3	Did YELLOW Maintenance Tag get Initialed	/		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed	/		
Qty	Size			NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	16 x 25 x 1			

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: GMW **Additional Notes:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
Filter Replacement

SITE AND BLDG #: P 086-07
LOCATION/RM #: Simulatu

MECHANIC SIGNATURE: 
DATE: 5/21/15
START TIME: 8:45
FINISH TIME: 9:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
ROSL	3326	CMW	57113	1307 AC	160-16	8787	iu 5-15	Simulatu

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace both internal and external filters as necessary.	/		
2	Label and Date Filter	/		
3	Did YELLOW Maintenance Tag get Initiated	/		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed			
Qty	Size			NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	16 x 26 x 1			

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: GMW **Additional Notes:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: *P2 096-0*LOCATION/RM #: *Under* WO# *8756*ASSET # *15028*MECHANIC
SIGNATURE: *[Signature]*DATE: *5/21/18*START TIME: *820*FINISH TIME: *825*

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.
- 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 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 description of the deficiency.
 To be performed by: General Maintenance Worker
 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: *Pl 08L-01*LOCATION/RM #: *Upper* WO# *8785*ASSET # *5026*MECHANIC
SIGNATURE:
John L. Johnson

DATE:

8/21/18

START TIME:

825

FINISH TIME:

830

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.
- 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 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: Pr 08C-0

LOCATION/RM #: VACUUM WO# 8786

ASSET # 1627

MECHANIC
SIGNATURE:


START TIME:

830

DATE: 12/18

FINISH TIME: 835

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.	/	
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 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 description of the deficiency.
To be performed by: General Maintenance Worker
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DEHUMIDIFIER

SITE AND BLDG #: *Pr 08C-01*MECHANIC
SIGNATURE: *[Signature]*DATE: *5/21/15*LOCATION/RM #: *Under*WO# *8785*ASSET # *8026*START TIME: *8:30*FINISH TIME: *8:35*

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.

/

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 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: