

ATTACHMENT J-0200000-05  
FORMS

CERTIFICATION OF WORK

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

FACID/Building: P-086

Date of Visit: 5/21/19

Contractor Personnel on Site:

1. Tony Lizaro

2. Jim Geertsen

3. Scott Wern

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Work Performed:

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

1. 8483

2. 8653

3. 8756

4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertsen

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: 5/21/19

Contractor Personnel on Site:

- |                        |          |
|------------------------|----------|
| 1. <u>Tony Lazarus</u> | 4. _____ |
| 2. <u>Jim Geertjes</u> | 5. _____ |
| 3. <u>Scott Berry</u>  | 6. _____ |

Work Performed:

Other Recurring Services

- |                |       |
|----------------|-------|
| 1. <u>8583</u> | _____ |
| 2. _____       | _____ |
| 3. _____       | _____ |
| 4. _____       | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

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

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: Hannan Florian GS-09 Date: 5/21/19

Signed: Hannan Florian

E-Mail: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

P 096-01

MECHANIC  
SIGNATURE:

DATE:

5/21/19

LOCATION/RM #:

Drive

WO# 8756

ASSET # 3039

START TIME:

930

FINISH TIME:

945

ITEM #	CHECK/DESCRIPTION	STATUS		NOTES/ACTIONS (If task completed, check box and provide explanation)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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) note 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.	/	NA	
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.	/	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 freestat 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 096-01

MECHANIC

SIGNATURE:

DATE:

5/21/18

LOCATION/RM #:

Dance

WO#

8786

ASSET #

3040

START TIME:

945

FINISH TIME:

1000

ITEM NO.	DESCRIPTION	DATE	INITIALS	NOTES/ACTIONS
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 _____ 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 freestat 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

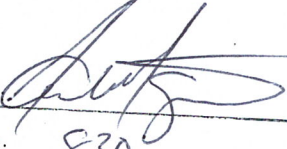
# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

Pp 096-01

LOCATION:

81MAC-1 W2 # 8752 ASSESS 3368

MECHANIC  
SIGNATURE:


DATE:

5/21/12

START TIME:

830

FINISH TIME:

845

ITEM	DESCRIPTION	CHECKED BY		NOTES/ACTIONS
		DATE	TIME	
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).			
9	Clean all fans and motors.			
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.)			
13	Replace furnace and access panels ends if removed.			
14	Check all motors, belts, pulleys, shafts, etc. for alignment.			
15	Treat all rusted areas with rust inhibitor and touch up paint.			
16	Remove lock outs and tags. Restore fuel and power supply.			

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:

Amp Drew 7.1



**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
Filter Replacement

SITE AND BLDG #:

PA 096-01

MECHANIC

SIGNATURE:

*[Signature]*

DATE:

5/21/19

LOCATION/RM #:

Simulation

START TIME:

830

FINISH TIME:

845

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
Prosc		3367		CARLIS	58M1B	1307A0	11U UNIT	Simulation
					100-16	5572		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE / 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	/		
3	Did all High Asset Filters get Changed			Make sure YELLOW Maint Tag is initialed on Asset
Qty	Size			NOTES/ACTIONS (IF TASK COMPLETE / 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 materials) without a separate work order.

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 096-07  
LOCATION/RM #: Simplex

MECHANIC SIGNATURE: [Signature] DATE: 5/21/15  
START TIME: 845 FINISH TIME: 900

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
ROSL		3926		OMAG	5FMT13	1367 AC	140 5x15	Simplex
				160-16	5F57			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE / 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	/		
3	Did all High Asset Filters get Changed			Make sure YELLOW Maint Tag is initialed on Asset
Qty	Size	NOTES/ACTIONS (IF TASK COMPLETE / CHECKED NO, PROVIDE EXPLANATION)		
1	16 x 25 x 1			

Note: The technician shall perform any repairs identified during PM on a 100% / "as needed" basis.

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 #:

Pa 096-01

MECHANIC

SIGNATURE:



DATE:

5/21/18

LOCATION/RM #:

Unit

WO#

8756

ASSET #

5025

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:



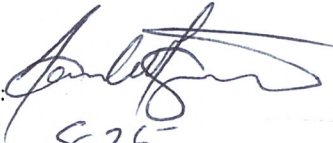
# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DEHUMIDIFIER

SITE AND BLDG #:

P. 082-01

MECHANIC

SIGNATURE:



DATE:

8/21/18

LOCATION/RM #:

UACR

WO#

8788

ASSET #

5022

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 #:

Pa 082-01

MECHANIC  
SIGNATURE:


DATE:

12/1/18

LOCATION/RM #:

VACU

WO#

8786

ASSET #

1027

START TIME:

830

FINISH TIME:

835

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 #:

Pa 08C-01

MECHANIC  
SIGNATURE:


DATE:

5/21/15

LOCATION/RM #:

Under

WO#

8755

ASSET #

8036

START TIME:

830

FINISH TIME:

835

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'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 performed by: General Maintenance Worker

Additional Notes: