

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: Pp 096

Date of Visit: 3/22/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Scott Werry
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

1. 7484 7799
2. 7686 7967
3. 7749 \_\_\_\_\_
4. 8019 \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott Werry Date: 3/22/19

Signed: Scott Werry

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 Flonian GS09 Date: 3/22/19

Signed: Hannah Flonian

E-Mail: hannah.l.flonian.civ@mail.mil

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

FacID/Building: Po 096 - Date of Visit: 3/22/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Scott Werry
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 7590
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott Werry Date: 3/22/19  
Signed: Scott Werry

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: 3/22/19  
Signed: Hannah Florian

E-Mail: hannah.l.florian.civ@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: PA 096-02

LOCATION/RM #: OUTSIDE WO# 7967 ASSET # 5143

CM'S

MECHANIC  
SIGNATURE:

DATE: 3/22/19

START TIME: 8:00

FINISH TIME: 8:15

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	BASIC COMPLETION		NOTES/ACCTIONS (IF TASK IS COMPLETED NO ACTION IS NEEDED)
			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 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 SERVICE					
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.		✓		
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

MINI SPLIT CU

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FAN COIL UNIT/ DUCTLESS MINI SPLIT**

SITE AND BLDG #: *Pr 096-02*LOCATION/RM #: *0MS*WO# *7907*ASSET # *5198*MECHANIC  
SIGNATURE: *Mark M. Mays*DATE: *3/22/19*START TIME: *8:15*FINISH TIME: *8:30*

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 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.	✓	
4	Check fan blades for dust buildup and clean if necessary.	✓	
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓	
6	Tighten all electrical connectors to proper torque as needed.	✓	
7	Check that the fan runs properly in all speeds as applicable.	✓	
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓	
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓	
10	Lubricate mechanical connections of dampers sparingly as applicable.	✓	
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	<i>N/A</i>
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	<i>N/A</i>
13	Check coils for leaking, tightness of fittings.	✓	
14	Use fin comb to straighten coil fins as needed.	✓	
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	<i>N/A</i>
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	
17	Vacuum interior of unit.	✓	
18	Check filter door for proper gasketing and air leaks. Correct as necessary.	✓	
19	Change the filter as needed with the correct size and type filter.	✓	
20	Insure that drain(s) are clear and running.	✓	<i>WASHED</i>
21	Clean up work area.	✓	

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.

*N/A**WASHED*

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: