

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: Pr 16-01

Date of Visit: 5/16/19

Contractor Personnel on Site:

1. Tony Lazzos
2. Jim Geertgens
3. \_\_\_\_\_

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

Work Performed:

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

1. 8612

2. \_\_\_\_\_

3. \_\_\_\_\_

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

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 5-16-19

Signed: Jim Geertgens

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: TIMOTHY S PETERS

Date: 17 MAY 19

Signed: Timothy S. Peters

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

FacID/Building: Pr 166 - C Date of Visit: 5/16/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Goertzen
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 8557
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Goertzen Date: 5-16-19

Signed: Jim Goertzen

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: TIMOTHY S PETERS Date: 17 MAY 19

Signed: Timothy S Peters

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY GENERATORS**

SITE AND BLDG #: *Pa 166 -01*LOCATION/RM #: *Electric Room* WO# *8557*ASSET # *6762*MECHANIC  
SIGNATURE: *Tony*DATE: *5/16/19*START TIME: *08:00*FINISH TIME: *09:45*

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/EXPLANATION (IF PARM COMPLETED OR DEFERRED, PROVIDE EXPLANATION)
		MISS	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 and follow manufacturer's instructions. One copy of the instruction manual(s) shall be kept in a secure, convenient location near the equipment and another kept in a different location.		✓	
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	A written record of all inspections, service, tests, operation, and repairs to the emergency generator shall be maintained in an equipment log book and kept on the premises. This record shall include the date of maintenance, identity of service personnel, and notation of any unsatisfactory condition and the corrective action taken, including parts replaced.	✓		
5	Have a properly serviced fire extinguisher in proper working order on hand.	✓		
6	Follow NFPA 110 and 111 for operation and maintenance requirements.	✓		
<b>NOT PERFORMED AT THIS INSPECTION SERVICE</b>				
1	Fuel, check main and day tank fuel supply levels; day tank float switch; piping, hoses and connectors; operating fuel pressure; and for any obstructions to tank vents and overflow piping	N/A		
2	Oil (check for proper oil level and oil operating pressure; lube oil heater) • Engine oil level should be checked with the unit stopped • Check unit for recommended proper oil pressure	N/A		
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	N/A		
4	Exhaust system, check for leaks while unit is running.	N/A		
5	Battery system [look for possible corrosion; check specific gravity, electrolyte level (a level between 1250 and 1275 is acceptable) and battery charger. Use distilled water to maintain battery water level.]	N/A		
6	Electrical (conduct a general inspection of wiring and connections; check circuit breakers/fuses, look for discoloration or signs of overheating)	✓		
7	Generator (Check for debris, foreign objects, loose or broken fittings; check guards and components; look for any unusual condition of vibration, leakage, noise, temperature or deterioration)	N/A		

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:

*ATS - 1*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY GENERATORS**

SITE AND BLDG #:

PA 166-01

LOCATION/RM #: *elecic* WO# *855*ASSET # *6763*MECHANIC  
SIGNATURE: *J. S.*DATE: *5/16/18*START TIME: *0900*FINISH TIME: *0845*

ITEM # PROCEDURE	CHECKING IN DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES / ACTIONS (IF TASK COMPLETED OR CANCELLED, NO PROVIDED BY MECHANIC)
			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 and follow manufacturer's instructions. One copy of the instruction manual(s) shall be kept in a secure, convenient location near the equipment and another kept in a different location.		/		
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	A written record of all inspections, service, tests, operation, and repairs to the emergency generator shall be maintained in an equipment log book and kept on the premises. This record shall include the date of maintenance, identity of service personnel, and notation of any unsatisfactory condition and the corrective action taken, including parts replaced.	/			
5	Have a properly serviced fire extinguisher in proper working order on hand.	/			
6	Follow NFPA 110 and 111 for operation and maintenance requirements.	/			
TO BE PERFORMED DAILY EXCEPT INSPECTION SERVICE					
1	Fuel, check main and day tank fuel supply levels; day tank float switch, piping, hoses and connectors; operating fuel pressure; and for any obstructions to tank vents and overflow piping	PL			
2	Oil (check for proper oil level and oil operating pressure; lube oil heater) • Engine oil level should be checked with the unit stopped • Check unit for recommended proper oil pressure	PL			
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)	PL			
4	Exhaust system, check for leaks while unit is running.	PL			
5	Battery system [look for possible corrosion; check specific gravity, electrolyte level (a level between 1250 and 1275 is acceptable) and battery charger. Use distilled water to maintain battery water level.]	PL			
6	Electrical (conduct a general inspection of wiring and connections; check circuit breakers/fuses, look for discoloration or signs of overheating)	/			
7	Generator (Check for debris, foreign objects, loose or broken fittings; check guards and components; look for any unusual condition of vibration, leakage, noise, temperature or deterioration)	PL			

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:

*ATS - 2*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY GENERATORS**

SITE AND BLDG #: Pr 166 -01  
 LOCATION/RM #: 05TS102 WO# 8557 ASSET # 6770

MECHANIC  
SIGNATURE: JG

DATE: 5/16/18

START TIME: 0800

FINISH TIME: 0945

ITEM #	CHECK/ROUTINE DESCRIPTION	PASSED/COMPLETED	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	Review and follow manufacturer's instructions. One copy of the instruction manual(s) shall be kept in a secure, convenient location near the equipment and another kept in a different location.			
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	A written record of all inspections, service, tests, operation, and repairs to the emergency generator shall be maintained in an equipment log book and kept on the premises. This record shall include the date of maintenance, identity of service personnel, and notation of any unsatisfactory condition and the corrective action taken, including parts replaced.			
5	Have a properly serviced fire extinguisher in proper working order on hand.			
6	Follow NFPA 110 and 111 for operation and maintenance requirements.			
TO BE PERFORMED AT EACH INSPECTION SERVICE		<u>3/4</u>		
1	Fuel, check main and day tank fuel supply levels; day tank float switch, piping, hoses and connectors; operating fuel pressure; and for any obstructions to tank vents and overflow piping			
2	Oil (check for proper oil level and oil operating pressure; lube oil heater) <ul style="list-style-type: none"> <li>• Engine oil level should be checked with the unit stopped</li> <li>• Check unit for recommended proper oil pressure</li> </ul>			
3	Cooling system (check coolant level, water pump(s), jacket water heater, belts, hoses, fan)			
4	Exhaust system, check for leaks while unit is running.			
5	Battery system [look for possible corrosion; check specific gravity, electrolyte level (a level between 1250 and 1275 is acceptable) and battery charger. Use distilled water to maintain battery water level.]			
6	Electrical (conduct a general inspection of wiring and connections; check circuit breakers/fuses, look for discoloration or signs of overheating)			
7	Generator (Check for debris, foreign objects, loose or broken fittings; check guards and components; look for any unusual condition of vibration, leakage, noise, temperature or deterioration)			

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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
LIGHTING, OUTSIDE

SITE AND BLDG #: *Pa 166-a*LOCATION/RM #: *PARKING*WO# *8557*ASSET # *7419*MECHANIC  
SIGNATURE: *Tom*DATE: *5/16/18*START TIME: *0820*FINISH TIME: *0945*

ITEM #	DESCRIPTION	TASK COMPLETED		NOTES/ACCTIONS (DESCRIBE COMPLETED, PENDING, OR PROVIDED PLANS)
		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 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.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Open and tag switch.	/		
2	Inspect visual condition of wiring. Look for evidence of overheating.	/		
3	Check for proper light operation.	/		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	/		
5	Inspect light pole and mounting devices for deficiencies.	/		
6	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 discription of the deficiency.

To b: performed by: General Maintenance Worker

Additional Notes:

*14**Pc*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

SITE AND BLDG #: Pr 166-a1  
LOCATION/RM #: MEP WO# 8557 ASSET # 7570

MECHANIC SIGNATURE: *[Signature]*

DATE: 5/16/18

START TIME: 0750

FINISH TIME: 0820

CATEGORIES	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/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.			
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>GATES</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.			
2	Check all locking devices. Lubricate as required.			
3	Inspect center gate support rollers and lubricate as required.			
4	Clean roller track of any debris.			
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.			
6	Check for any obstructions that retard full swing or movement of the gate.			
7	Check that shrubs and trees are pruned clear of gate.			
8	Check hold open devices for proper operation. Lubricate as required.			
<b>FENCES</b>				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.			
2	Check wire and anchor point; re-stretch and re-anchor if necessary.			
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.			
4	Treat with galvanized protectant where rust has developed.			
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).			
6	Check that shrubs and trees are pruned clear of fencing.			

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: