

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: WU 038

Date of Visit: 9/4/19

Contractor Personnel on Site:

1. Scott Werry

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

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

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

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

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

**Work Performed:**

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

1. 10929

2. 10930

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

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

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry

Date: 9/4/19

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: Samuel A. SSG

Date: 20190904

Signed: SSR

E-Mail:

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

FacID/Building: W0 030 Date of Visit: 9/4/19

Contractor Personnel on Site:

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

Work Performed:

Other Recurring Services

1. 10729  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott Werry Date: 9/4/19  
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: Samuel Hassell SSG Date: 20190904  
Signed: SPR

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

WV 038 -01

LOCATION/RM #:

127

WO# 10929

ASSET # 5028

MECHANIC  
SIGNATURE:

Scott M. Way

DATE:

9/4/19

START TIME:

8:15

FINISH TIME: 8:30

NOTES/ ACTIONS  
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

| CHECK POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | 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 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.           | ✓             |    |                |
| 1           | Check fan blades for dust buildup and clean if necessary.  | ✓             |    |                |
| 2           | When applicable, check fan blades and moving parts for cracks and excessive wear.  | ✓             |    |                |
| 3           | Tighten all electrical connectors to proper torque as needed.  | ✓             |    |                |
| 4           | Check that the fan runs properly in all speeds as applicable.  | ✓             |    |                |
| 5           | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.  | ✓             |    |                |
| 6           | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.  | ✓             |    |                |
| 7           | Lubricate mechanical connections of dampers sparingly as applicable.   | ✓             |    |                |
| 8           | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.  | ✓             |    |                |
| 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 as needed.  | ✓             |    |                |

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- 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  
Blow out

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**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *WU 038 -01*LOCATION/RM #: *8-750*WO# *16929*ASSET # *5158*MECHANIC  
SIGNATURE: *Mark P. Murphy*DATE: *9/4/19*START TIME: *8:30*FINISH TIME: *8:45*

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | SPECIAL INSTRUCTIONS | TASK COMPLETE |    | NOTES/ACTIONS<br>(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 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:

*Condensing unit xlt*   *inside unit*  
*no filter*

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

SITE AND BLDG #: WU 038 - 61

LOCATION/RM #: OUTSIDE WO# 10929 ASSET # 5160

MECHANIC  
SIGNATURE:

DATE:

START TIME: 8:45

FINISH TIME: 9:00

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 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.  | N/A           |    |   |
| 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:

Condenser Unit for 1st floor unit  
 No filter. Unit HAD power turned off  
 to indoor AND outdoor unit.  
 Doesn't work.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

WU 098-01

LOCATION/RM #:

115

WO# 10929

ASSET # 5244

MECHANIC  
SIGNATURE:  
*Scott H. Dowdy*

DATE:

9/4/19

START TIME: 8:45

FINISH TIME: 9:00

| CHECK<br>POINT | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 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.           | ✓             |    |   |
| 1              | Check fan blades for dust buildup and clean if necessary.  | ✓             |    |   |
| 2              | When applicable, check fan blades and moving parts for cracks and excessive wear.  | ✓             |    |   |
| 3              | Tighten all electrical connectors to proper torque as needed.  | ✓             |    |   |
| 4              | Check that the fan runs properly in all speeds as applicable.  | ✓             |    |   |
| 5              | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.  | ✓             |    |   |
| 6              | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.  | ✓             |    |   |
| 7              | Lubricate mechanical connections of dampers sparingly as applicable.   | N/A           |    |   |
| 8              | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.  | ✓             |    |   |
| 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 as needed.  | ✓             |    |   |

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- 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

✓

✓

✓

✓

✓

✓

✓

WASH

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:

2 PC Power WAS TURNED off to units. Doesn't work

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
LIGHTING, OUTSIDE

SITE AND BLDG #: **WV 038-01**LOCATION/RM #: **MET**WO# **16828**ASSET # **2369**MECHANIC  
SIGNATURE: *Mark M. Kelly*DATE: **9/4/19**START TIME: **5:25AM**FINISH TIME: **5:40AM**

|  |  |  |  |
|--|--|--|--|
| DEFICIENCIES   |  | OBSERVATIONS   |  |
| 1. (List the deficiencies found)   |  | 2. (List the observations made)                        |  |
| <p>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.</p> <p>2 Schedule and coordinate work with operating personnel.</p> <p>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.</p> |  | <p><b>SPECIAL INSTRUCTIONS</b></p> <p>✓ ✓</p> <p>✓</p> |  |
| <p><b>3. DEFICIENCIES TO BE PERFORMED AND OR INSPECTION SERVICE</b></p> <p>1 Open and tag switch.</p> <p>2 Inspect visual condition of wiring. Look for evidence of overheating.</p> <p>3 Check for proper light operation.</p> <p>4 Test operation of automatic switches/ time clock/ photocells if applicable.</p> <p>5 Inspect light pole and mounting devices for deficiencies.</p>  |  |  |  |

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:

P

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
LIGHTING, OUTSIDE

SITE AND BLDG #: **WU 038 - C1**LOCATION/RM #: **Parking** WO# **10929** ASSET # **7395**MECHANIC  
SIGNATURE: *Scott Johnson*DATE: **9/4/19**START TIME: **5:25 AM**FINISH TIME: **5:40 AM**

| ITEM                                       | DESCRIPTION  | WORK COMPLETED                      |                                     | NOTES |
|--|--|-------------------------------------|-------------------------------------|-------|
|  |  | 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. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 2  | Schedule and coordinate work with operating personnel.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 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.                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |                                     |                                     |       |
| 1  | Open and tag switch.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 2  | Inspect visual condition of wiring. Look for evidence of overheating.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 3  | Check for proper light operation.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 4  | Test operation of automatic switches/ time clock/ photocells if applicable.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 5  | Inspect light pole and mounting devices for deficiencies.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |
| 6  | For any noted deficiency, takes pictures and open corrective maintenance ticket.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |       |

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:

*Y PC**Double*