

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: WVQ38

Date of Visit: 5/2/19

Contractor Personnel on Site:

1. Tony Brown
2. Jim Gertzen
3. Gary Beitzel

- 4.
- 5.
- 6.

Work Performed:

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

1. 8498
2. 8613
3. 8801
4. 8702

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gertzen

Date: 5-2-19

Signed: Jim Gertzen

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: Denis, Shaw SSG Date: 20190502

Signed: Denis, Shaw

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

FacID/Building: WV 038 Date of Visit: 5/2/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Gerefregi
3. Gary Bartzel
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 8573
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: John Gerefregi Date: 5-2-19
Signed: John Gerefregi

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: Dennis, SSG, SSG Date: 20190505
Signed: Dennis

E-Mail: Ssgaw.m.d

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: WU 038-01LOCATION/RM #: Baker WO# 8801ASSET # 3068MECHANIC
SIGNATURE: DATE: 5/2/18START TIME: 845FINISH TIME: 900

ITEM	DESCRIPTION	NOTES/ ACTIONS (IF ASKING COMBINE, IS CHECKED NO PROVIDED EXPLANATION)	BASIC COMPLETION		SPECIAL INSTRUCTIONS	
			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.	/		L1	L2	L3
2	Check running motor amperages on all three phases (record in note column) indicate L1, L2, and L3 amp draws.	/				
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: W1035 01

LOCATION/RM #: OUTSIDE WO# 8801

ASSET # 3186

MECHANIC
SIGNATURE: *Johnston*

DATE: 5/2/18

START TIME: 8:150

FINISH TIME: 9:00

ITEM	DESCRIPTION	PRACTICALLY THE JOB	NOTES	SPECIAL INSTRUCTIONS	
				WASHING	DRYING
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 DURING 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:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WU 028-01LOCATION/RM #: OUTSIDE WO# 6201ASSET # 8497MECHANIC
SIGNATURE: DATE: 5/26/18START TIME: 9:15FINISH TIME: 9:25

CHECK ITEM	DESCRIPTION	RISK CONCERN	NOTES / COMMENTS	
			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 ATTACHMENT 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:

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