

CERTIFICATION OF WORK

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

FACID/Building: WV038

Date of Visit: 6/4/19

Contractor Personnel on Site:

1. Tony Lyons
2. Jim Gertgen
3. Scott Wesing

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

Work Performed:

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

1. 9431
2. 9161
3. 9431
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: J. Gertgen

Date: 6-4-19

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: Denis Shaw, SSG

Date: 20190604

Signed: [Signature]

E-Mail:

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

FACTID/Building: W0038

Date of Visit: 6/6/19

Contractor Personnel on Site:

1. Tony Laram  
2. Scott Laram  
3. Jim Gorton

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

Work Performed:

Other Recurring Services

1. 9212  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gorton

Date: 6-4-19

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: Denis, Shawn SSG

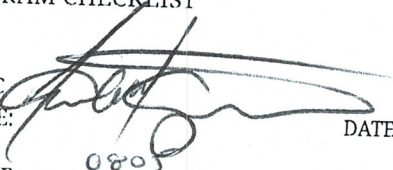
Date: 20190604

Signed: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #: WV 038 -C1

LOCATION/RM #: Boiler Room WO# 9431 ASSET # 4176

MECHANIC SIGNATURE: 

DATE: 6/4/19

START TIME: 0805

FINISH TIME: 0816

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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	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 heater coils and assoicated piping for leaks or corrsion.			
2	Clean heating coil. Brush vaccum where accessible.			
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.			
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.			
6	Verify proper control by modulating the thermostat through complete cycle.			
7	Inspect unit for proper operation.			
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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: HVAC Technician

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #: WU 038-01

LOCATION/RM #: Kitchen WO# 9431

ASSET # 4219

MECHANIC

SIGNATURE: 

DATE: 6-4-19

START TIME: 0810

FINISH TIME: 0215

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 to.			
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 heater coils and assoicated piping for leaks or corrosion.			
2	Clean heating coil. Brush vaccum where accessible.			
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.			
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.			
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.			
6	Verify proper control by modulating the thermostat through complete cycle.			
7	Inspect unit for proper operation.			
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.			

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: HVAC Technician

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #:

WU 088-01

LOCATION/RM #:

kukl

WO#

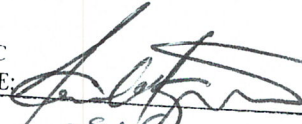
9431

ASSET #

Q370

MECHANIC

SIGNATURE:



DATE:

6/4/19

START TIME:

0810

FINISH TIME:

0820

STANDARDIZED PROCEDURES

TRANSITION

YES NO

SPECIAL INSTRUCTIONS

SPECIAL INSTRUCTIONS

ITEM NO.	DESCRIPTION	TRANSITION		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	Schedule shutdown 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.			
DO NOT PERFORM MAINTENANCE OR INSPECTION SERVICE				
4	Check valve for full stroke operation in both directions, if applicable.			
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
6	Clean the coil with vacuum cleaner.			
7	Comb the fins as needed.			
8	Clean all fans and motors.			
9	Check operation of controls and safeties.			
10	Lubricate as required.			
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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: