

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

FACID/Building: W0041

Date of Visit: 3/25/19

Contractor Personnel on Site:

1. Tony (azm)
2. Jim Geertgens
3. Scott (ver)

- 4.
- 5.
- 6.

**Work Performed:**

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

1. 7755
2. 7981
3. 7837
4. 8008

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Timothy Lyons Date: 3-25-19

Signed: Timothy Lyons

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: Julia L. Baer Date: 20190325

Signed: Julia L. Baer

E-Mail:

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

FacID/Building: WWD41

Date of Visit: 3/25/19

Contractor Personnel on Site:

1. Tony Lazzari
2. Jim Geertgens
3. Scott Werry

- 4.
- 5.
- 6.

Work Performed:

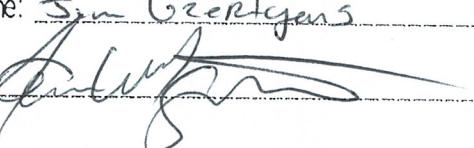
Other Recurring Services

1. 7623
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 3-25-19

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: Julia L. Barr Date: 2019 03 25

Signed: 

E-Mail:

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

SITE AND BLDG #: **WV041-01**LOCATION/RM #: **Boiler Room 2** WO# **7981** ASSET # **5155**MECHANIC  
SIGNATURE: *John W. Stover*DATE: **3/25/19**START TIME: **1030**FINISH TIME: **1040**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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.

*NA**NA**NA**NA*

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.

*NA**NA*

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**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: WU041-01

LOCATION: Bunker Wall 7981 Asset # 5253

MECHANIC  
SIGNATURE: *John*

DATE: 3/25/19

START TIME: 1045

FINISH TIME: 1055

ITEM #	DESCRIPTION	CHECKLIST/INSPECTION	PMS COMPLETION		NOTES/ACCTIONS
			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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.		/		
4	Schedule work with operating personnel, as needed.		/		
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/		
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.		/		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.		/		
TO BE PERFORMED DATE EACH INSPECTION SERVICE					
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.		/		
2	Check and clean all electrical contacts and pneumatic orifices.		/		
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.		NA		
4	Check for bad indicator lights and gauges and replace as necessary.		NA		
5	Test all controllers and set at proper set points.		NA		
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		NA		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

Bunker Control Panel

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: WUG 41-61

LOCATION: Bay 2 Wall 7881 Asset # 5284

MECHANIC  
SIGNATURE: 

DATE: 3/1/19

START TIME: 1055

FINISH TIME: 1105

NUMBER ITEM/ITEM	CHECKING/INITIAL DESCRIPTION	TASK COMPLETED		NOTES/ACHIEVEMENT
		TESTING	INSPECTION	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/	/	
4	Schedule work with operating personnel, as needed.		/	
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	/	
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/	/	
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	/	/	
	TO BE PERFORMED DAILY EACH INSPECTION SERVICE			
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/		
2	Check and clean all electrical contacts and pneumatic orifices.	/		
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/		
4	Check for bad indicator lights and gauges and replace as necessary.	/		
5	Test all controllers and set at proper set points.	/		
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.	/		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC

Control

Panel

AC-1

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CHILLER CONTROL PANEL (ANNUAL)**

ACTIVITY AND BLDG #: 600 041-01

LOCATION: Bldg 7981 Room 1 Work 5317

MECHANIC  
SIGNATURE: *John C. Taylor*

DATE: 3/25/13

START TIME: 1005

FINISH TIME: 10 15

ITEM #	CHECKING INSTRUMENTS/SCOPES/TOOL	TASK COMPLETED	NOTES/ACHIEVEMENT	
			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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.			
4	Schedule work with operating personnel, as needed.			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.			
7	Replace defective control safeties (as work order) found while performing preventive maintenance.			
TO BE PERFORMED DURING CHILLER INSPECTION SERVICE				
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.			
2	Check and clean all electrical contacts and pneumatic orifices.			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.			
4	Check for bad indicator lights and gauges and replace as necessary.			
5	Test all controllers and set at proper set points.			
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Pre 1 10-1