

CERTIFICATION OF WORK

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

FACID/Building: WU 041

Date of Visit: 3/25/19

Contractor Personnel on Site:

- |                        |          |
|------------------------|----------|
| 1. <u>Tony Lorenz</u>  | 4. _____ |
| 2. <u>Jim Geerhens</u> | 5. _____ |
| 3. <u>Scott Wern</u>   | 6. _____ |

Work Performed:

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

- |                |       |
|----------------|-------|
| 1. <u>7755</u> | _____ |
| 2. <u>7981</u> | _____ |
| 3. <u>7837</u> | _____ |
| 4. <u>8008</u> | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

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

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: Julia L. Bauer Date: 20190325

Signed: Julia L. Bauer

E-Mail:

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

FACID/Building: WU041

Date of Visit: 3/25/19

Contractor Personnel on Site:

- |                         |          |
|-------------------------|----------|
| 1. <u>Tony Lorenz</u>   | 4. _____ |
| 2. <u>Jim Geertgens</u> | 5. _____ |
| 3. <u>Scott Werry</u>   | 6. _____ |

Work Performed:

Other Recurring Services

- |                |       |
|----------------|-------|
| 1. <u>7423</u> | _____ |
| 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: Selia L Barr

Date: 2019 03 25

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

F-Mail:

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

SITE AND BLDG #: WU041-01

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 3/25/19

LOCATION/RM #: Bldg 2  
Room 2

WO# 7981

ASSET # 5159

START TIME: 1030

FINISH TIME: 1040

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	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.	-	NA	
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.	-	NA	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	-	NA	
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	

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.

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: General Maintenance Worker

Additional Notes:



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WV041-01

MECHANIC

SIGNATURE: [Signature]DATE: 3/25/19LOCATION: Boiler Room 7981 Asset # 5253START TIME: 1045FINISH TIME: 1055

CHECK ITEM	DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		YES	NO	
<b>STANDARD INSTRUCTIONS</b>				
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.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.		N/A	
5	Test all controllers and set at proper set points.		N/A	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		N/A	

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:


Boiler Control Panel

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: WU041-01

LOCATION: Bay 2 unit 7981 Asset # 5284

MECHANIC

SIGNATURE: 

DATE: 3/2/19

START TIME: 1055

FINISH TIME: 1105

CHECK ITEM	CHECK/REQUIRED DESCRIPTION	PASS/COMPLIANT		NOTES/ACTIONS
		YES	NO	
<b>SAFETY INSTRUCTIONS</b>				
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.			
<b>CONTROL SYSTEMS INSPECTIONS</b>				
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



SIGNATURE: \_\_\_\_\_

DATE: 3/25/12

START TIME: 1005

FINISH TIME: 10 15

CHECK POINT		CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/REMARKS
			YES	NO	
<b>SPECIAL INSTRUCTIONS</b>					
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.	/		
<b>TO BE REFORMED DATE EXCEL INSPECTIONS SERVICE</b>					
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.		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

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

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which include:

Additional Notes: Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

HVAC      Control      Panel      #U-1