

CERTIFICATION OF WORK

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

FACID/Building: WU-041

Date of Visit: 5/21/19

Contractor Personnel on Site:

1. SCOTT WERRY
2. CRAIG BELL
3. \_\_\_\_\_

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

Work Performed:

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

1. Boiler Inspection
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: SCOTT WERRY

Date: 5/21/19

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: Julia L. Barr

Date: 20190522

Signed: Julia L Barr

CERTIFICATION OF WORK

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

FACID/Building: WV 041

Date of Visit: 5/22/19

Contractor Personnel on Site:

1. Tony Lazrus

2. Jim Gertjen

3. Gary Beitzel

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

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

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

Work Performed:

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

1. 8492 8683

2. 8649 8734

3. 8793

4. 8536

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gertjen

Date: 5-22-19

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. Ball

Date: 20190522

Signed: Julia L. Ball

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

FACTID/Building: WV 041

Date of Visit: 5/22/19

Contractor Personnel on Site:

1. Tony Cazanov

2. Jim Geertgen

3. GARY BEITZEL

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

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

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

Work Performed:

Other Recurring Services

1. 8600

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

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

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

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgen

Date: 5-22-19

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: 20190522

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



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: WV 041 - 01  
 LOCATION/RM #: Bolder WO# 8793 ASSET # 3003  
11/22/18

MECHANIC SIGNATURE: [Signature] DATE: 11/22/18  
 START TIME: 730 FINISH TIME: 840

CHECK NO.	CHECK POINT DESCRIPTION	TRANSITION/COMPLETION		NOTES/ACTIONS (IF PASSING COMPLETION HAS BEEN CHECKED, PROVIDE EXPLANATION)
		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	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.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
3	Check fan blades and moving parts for cracks and excessive wear.	/	/	
4	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/	/	L1 <u>16</u> L2 <u>16.2</u> L3 <u>15.8</u>
5	Tighten all electrical connectors/lugs to proper torque.	/	/	
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/	NA	
7	Check bearing collar set screws on fan shaft to make sure they are tight.	/	/	
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/	/	
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/	/	
10	Lubricate mechanical bearings and connections sparingly.	/	/	
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	/	
12	Check coils for leaking, tightness of fittings.	/	/	
13	Use fin comb to straighten coil fins.	/	NA	
14	If applicable, clean strainer (annually).	/	NA	
15	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.	/	/	
16	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/	/	
17	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/	/	
18	Check and test freestat for proper operation	/	NA	
19	Vacuum interior of unit.	/	NA	
20	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/	/	
21	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.	/	/	
22	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 AIR HANDLER

SITE AND BLDG #:

WV 041-01

MECHANIC

SIGNATURE:

DATE:

5/22/18

LOCATION/RM #:

Bldg  
100

WO#

8783

ASSET #

3043

START TIME:

FINISH TIME:

ITEM NO.	CHECK/TO DO DESCRIPTION	TRANSITION/COMPLETION		NOTES/ACTIONS (If Task is Not Completed, Provide Explanation)
		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	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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check fan blades and moving parts for cracks and excessive wear.	/		
2	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/		L1 2.6 L2 1.6 L3 2.6
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.		NA	
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.		NA	
12	If applicable, clean strainer (annually).		NA	
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 freestat for proper operation		NA	
17	Vacuum interior of unit.		NA	
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:

MU-1



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #:

WV 041 - 01

MECHANIC

SIGNATURE: 

DATE:

5/22/18

LOCATION/RM #:

Bay Area

WO# 8793

ASSET # 3162

START TIME:

9:15

FINISH TIME:

9:30

CHECK NO.	CHECK POINT DESCRIPTION	PASS/COMPLIANCE		NOTES/ACTIONS (If Pass/Compliant, No Further Action Required)
		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	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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
3	Check fan blades and moving parts for cracks and excessive wear.	/		
4	Check running motor amperatures on all three phases (record in note column) notate L1, L2, and L3 amp draws.	/		L1 9.4 L2 9.6 L3 10.0
5	Tighten all electrical connectors/lugs to proper torque.	/		
6	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	/		
7	Check bearing collar set screws on fan shaft to make sure they are tight.	/		
8	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	/		
9	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	/		
10	Lubricate mechanical bearings and connections sparingly.	/		
11	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		
12	Check coils for leaking, tightness of fittings.	/		
13	Use fin comb to straighten coil fins.		NA	
14	If applicable, clean strainer (annually).		NA	
15	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.		NA	
16	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	/		
17	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	/		
18	Check and test freestat for proper operation		NA	
19	Vacuum interior of unit.		NA	
20	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	/		
21	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.	/		
22	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:

ADU 1

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

WV 041 - 01

LOCATION/RM #:

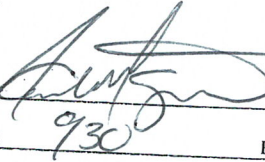
COTSON

WO# 8793

ASSET # 3207

MECHANIC

SIGNATURE:



DATE:

1/22/15

START TIME:

930

FINISH TIME:

945

ITEM NO.	DESCRIPTION	COMPLETION		NOTES/REMARKS
		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.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	/	NA	
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:



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 041-01LOCATION/RM #: OUTSIDE WO# 8783ASSET # 3282MECHANIC  
SIGNATURE: DATE: 5/22/19START TIME: 945FINISH TIME: 1600

ITEM NO.	DESCRIPTION	PASS/COMPLIANCE		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 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.		/	
5	Remove debris from air screen and clean underneath unit.		/	
6	Wash coil with coil cleaning solution - Rinse Thoroughly		/	
7	Straighten fin tubes with fin comb, as needed.		/	
8	Check electrical connections for tightness.		/	
9	Check mounting base for tightness.		/	
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		/	
11	Inspect all piping for leaks and tighten loose connections.		/	
12	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		/	
13	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		/	
14	Inspect unit for overall condition and recommend for replacement or other needed repairs.		/	
15	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: