

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: WU-041

Date of Visit: 5/2/19

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: 5/2/19

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: Julie L. Barr Date: 20190522

Signed: Julie L. Barr

ATTACHMENT J-0200000-05
FORMS

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 Lazarus
2. Jim Gertjen
3. Greg Bartzel

- 4.
- 5.
- 6.

Work Performed:

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

1. 8492 8683
2. 8649 8734
3. 8793
4. 8538

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: John Gertjen 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: Julie L. Barr Date: 20190522

Signed: 

OTHER RECURRING SERVICES 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 Gerasus
2. Jim Geertges
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 Geertges Date: 5-22-19

Signed: Jim Geertges

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR HANDLER

SITE AND BLDG #: WV 041 -01LOCATION/RM #: Bldg 1 WO# 8783 ASSET # 3053MECHANIC
SIGNATURE: DATE: 5/22/18START TIME: 730FINISH TIME: 800

| ITEM # | DESCRIPTION/DESCRIPTION | TASK COMPLETED YES NO | NOTES/ACTIONS | |
|---|---|--------------------------|--|--|
| | | | (IF TASK NOT COMPLETED, CHECK BOX AND PROVIDE EXPLANATION) | |
| 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 to 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 | | | | |
| 3 | Check fan blades and moving parts for cracks and excessive wear. | / | | |
| 4 | Check running motor amperages on all three phases (record in note column) note 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. | / | <u>NA</u> | |
| 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. | / | <u>NA</u> | |
| 13 | Use fin comb to straighten coil fins. | / | <u>NA</u> | |
| 14 | If applicable, clean strainer (annually). | / | <u>NA</u> | |
| 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 freezestat for proper operation | / | <u>NA</u> | |
| 19 | Vacuum interior of unit. | / | <u>NA</u> | |
| 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
LOCATION/RM #: Baker WO# 8783 ASSET # 3043

MECHANIC
SIGNATURE: John

DATE: 5/22/13

START TIME:

FINISH TIME:

| ITEM # | CHECKED/NOTED/DESCRIPTION | LAST CONPLETED | | NOTES/ACTIONS (IF PAST COMPLETED IS CHECKED NO PROVIDED 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 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.

SPECIAL INSTRUCTIONS

TO BE PERFORMED AT EACH INSPECTION SERVICE

1 Check fan blades and moving parts for cracks and excessive wear.

2 Check running motor amperages on all three phases (record in note column) note 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.

L1 2.6 L2 1.6 L3 2.6

NS

NP

WB

NP

WB

No e: 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 #: WU041 -01LOCATION/RM #: Baker WO# 8783 ASSET # 3162MECHANIC
SIGNATURE: JohnDATE: 5/22/18START TIME: 915FINISH TIME: 930

| ITEM # | DESCRIPTION | TASK COMPLETED | 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 | 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 | | | | |
| 3 | Check fan blades and moving parts for cracks and excessive wear. | | | |
| 4 | Check running motor amperages on all three phases (record in note column) (note L1, L2, and L3 amp draws). | | L1 <u>9.4</u> L2 <u>9.6</u> L3 <u>10.0</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. | | | |
| 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 | 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. | | NP | |
| 12 | If applicable, clean strainer (annually). | | NP | |
| 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. | | NP | |
| 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 freestestat for proper operation | | NP | |
| 17 | Vacuum interior of unit. | | NP | |
| 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. | | / | |

No.e: 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:

PHU 1

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

WV 041 - 01

LOCATION/RM #: 0751 WO# 8793 ASSET # 3007

MECHANIC
SIGNATURE:

DATE:

1/22/15

START TIME:

930

FINISH TIME:

945

| ITEM # | DESCRIPTION | PASSED | NOT PASSED | NO DEFECTS | |
|---|--|--------|------------|------------|--|
| | | | | DEFECTS | |
| 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 EACH 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
OUTDOOR CONDENSING UNIT

SITE AND BLDG #:

WF 041-01

LOCATION/RM #:

INTSOC

WO# 8783

ASSET # 3282

MECHANIC
SIGNATURE:

START TIME:



DATE: 5/22/19

FINISH TIME: 1000

| ITEM | DESCRIPTION | WASHED | DRIED | INSPECTED | NOTES | REASON FOR REJECTION |
|--|--|--------|-------|-----------|-------|----------------------|
| | | | | | | |
| 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 EACH 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: