

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

FACID/Building: WU 041

Date of Visit: 6/25/19

Contractor Personnel on Site:

1. Tony (ozmo)
2. Scott Berry
3. \_\_\_\_\_

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

**Work Performed:**

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

1. 9305
2. 9440
3. 9111
4. 9347

9434

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tony (ozmo)

Date: 6/25/19

Signed: Tony

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: SSG Jon

Date: 6/25/19

Signed: DS

E-Mail:

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

FacID/Building: WV 041-01

Date of Visit: 6/25/19

Contractor Personnel on Site:

1. Tony Lazarus  
2. Scott Werry  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Work Performed:

Other Recurring Services

1. 9239  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tony Lazarus Date: 6/25/19  
Signed: Tony Lazarus

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: SSG Jon Date: 6/25/19  
Signed: Dee

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, ELECTRIC

SITE AND BLDG #: WV 041-0

LOCATION/RM #: Barker WO# 9440 ASSET # 4207

MECHANIC  
SIGNATURE:

DATE:

START TIME: 0800

FINISH TIME: 0815

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 associated piping for leaks or corrosion.			
2	Clean heating coil. Brush vacuum 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, vibration, overheating; lubricate 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 description of the deficiency. To be performed by: HVAC Technician

/ PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, ELECTRIC

SITE AND BLDG #: WVO41-G1

LOCATION/RM #: WO# 9440

ASSET # 4494

MECHANIC  
SIGNATURE: *Scott M. Henry*

DATE: 6/25/19

START TIME: 0800

FINISH TIME: 0820

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 associated piping for leaks or corrosion.		✓	N/A
2	Clean heating coil. Brush vacuum 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, vibration, overheating; lubricate 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 description of the deficiency.  
To be performed by: HVAC Technician

2 R

UNIT IN office 4 Has Bro

Compression

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: W0041 -01

LOCATION/RM #: E-Spears WO# 9440 ASSET # 4542

MECHANIC  
SIGNATURE: *Scott M. Murphy*

DATE: 6/6/18

START TIME: 0820

FINISH TIME: 0840

CHECKPOINT	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. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	For gsa/oil heaters:			
3	1. Remove access panels if applicable.	✓		
4	2. Check the fire box liner or refractory for cracks and leaks.	✓		
5	3. Check all gas lines for leaks. Repair as needed.	✓		
6	Clean dirt from heater, vacuuming is preferred.	✓		
7	Check operation of gas valve.	✓		
8	Check for gas leaks.	✓		
9	Check operation of thermostat.	✓		
10	If applicable, replace primary air intake filter.	✓		
11	As needed, clean spark electrode and reset gap, replace if necessary.	✓		
12	Inspect flue pipe and connections.	✓		
13	If applicable, inspect and clean outside air blower and blower intake.	✓		
14	Inspect unit for proper operation.	✓		
15	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

J R

BAD For Motor to Heating

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: **WU041-01**LOCATION/RM #: **Kitch** WO# **9946** ASSET # **455-1**MECHANIC  
SIGNATURE: DATE: **1/25/19**START TIME: **0246**FINISH TIME: **0850**

ITEM	DESCRIPTION (INCLUDES PART NUMBER)	WORK COMPLETED		NUMBER OF ACTIONS (INCLUDES COMPLETION OF PREVIOUS CHECKLIST)
		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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

Additonal Notes:

UNIT C in kitchen has  
 BAD Blower

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: WVO 41 -01

LOCATION/RM #: WO# 8946 ASSET # 4563

MECHANIC  
SIGNATURE:

DATE:

6/25/18

START TIME: 08:50

FINISH TIME: 09:10

ITEM #	DESCRIPTION	WAS THIS COMPLETED		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION (S) (C)				
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

Additonal Notes:

3 pc

Locten

Vault

Lower deck