

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: WU 053

Date of Visit: 5/23/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Tom Bechtel
3. Scott Berry

- 4.
- 5.
- 6.

Work Performed:

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

1.	<u>8513</u>	<u>8681</u>
2.	<u>8650</u>	<u>8789</u>
3.	<u>8788</u>	
4.	<u>8526</u>	

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tom Bechtel

Date: 5-23-19

Signed: Tom Bechtel

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: Don Shantz Date: 23 May 19

Signed: CS

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

FacID/Building: WU 053-05 Date of Visit: 5/23/19

Contractor Personnel on Site:

1. Tony Green
2. Jim Geerger
3. Seth Wenz

- 4.
- 5.
- 6.

Work Performed:

Other Recurring Services

1. 6772
- 2.
- 3.
- 4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geerger Date: 5-23-19  
Signed: Jim Geerger

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: Devon Shawn Cea Date: 23 May 19  
Signed: DCS

E-Mail:

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR HANDLER

SITE AND BLDG #: WV 053-01

LOCATION/RM #: Bogalusa WO# 8788 ASSET # 3103

MECHANIC  
SIGNATURE

DATE: 5/23/13

START TIME: 9:30

FINISH TIME: 10:00

DESCRIPTION		DRAWS COMPLETED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	NOTES/REMARKS (IF DRAWS COMPLETED, EXPLAINING PROVIDED 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 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.	<input checked="" type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
1	Check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	
2	Check running motor amperatures on all three phases (record in note column) indicate L1, L2, and L3 amp draws.	<input checked="" type="checkbox"/>	L1 7.5 L2 7.6 L3 7.2
3	Tighten all electrical connectors/lugs to proper torque.	<input checked="" type="checkbox"/>	N/A
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	<input checked="" type="checkbox"/>	
5	Check bearing collar set screws on fan shaft to make sure they are tight.	<input checked="" type="checkbox"/>	
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	<input checked="" type="checkbox"/>	
7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	
8	Lubricate mechanical bearings and connections sparingly.	<input checked="" type="checkbox"/>	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	
11	Use fin comb to straighten coil fins.	<input checked="" type="checkbox"/>	N/A
12	If applicable, clean strainer (annually).	<input checked="" type="checkbox"/>	N/A
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.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	<input checked="" type="checkbox"/>	
16	Check and test freezestat for proper operation	<input checked="" type="checkbox"/>	
17	Vacuum interior of unit.	<input checked="" type="checkbox"/>	
18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
20	Clean up work area.	<input checked="" 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: HVAC Technician

to be performed by  
Additional Notes:

pitch 2

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR HANDLER**

SITE AND BLDG #: WV 053 -01  
 LOCATION/RM #: Bosche WO# 8788 ASSET # 3138

MECHANIC SIGNATURE: Scott DATE: 5/23/15  
 START TIME: 10:00 FINISH TIME: 10:30

ITEM #	ITEM DESCRIPTION	PASSED (COMPLETED)	NOTES/ACTIONS (IF PASSED OR NOT, CHECKING PROVIDED EXPLANATION)	SPECIAL INSTRUCTIONS	
				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.			✓	
<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 amperages on all three phases (record in note column) note L1, L2, and L3 amp draws.	✓		L1 <u>7.4</u> L2 <u>26</u> L3 <u>7.8</u>	
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.	✓			

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:

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*BK*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: WV 053 -01

LOCATION/RM #: 00759e WO# 878e ASSET # 3291

MECHANIC  
SIGNATURE:

DATE:

5/23/19

START TIME: 10:30

FINISH TIME:

11:00

CHECK ITEM	ITEM/DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/ACHIEVEMENT (THIS COLUMN IS USED TO PROVIDE INFORMATION)
		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.	✓	N/A	
6	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	N/A	
7	Straighten fin tubes with fin comb, as needed.	✓	N/A	
8	Check electrical connections for tightness.	✓	N/A	
9	Check mounting base for tightness.	✓	N/A	
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	N/A	
11	Inspect all piping for leaks and tighten loose connections.	✓	N/A	
	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.	✓	N/A	
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	N/A	
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	N/A	
	Clean up work area.	✓	N/A	

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:

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: **WW 053-01**LOCATION/RM #: **C05301** WO# **8728**ASSET # **3282**MECHANIC  
SIGNATURE: DATE: **5/23/19**START TIME: **11:00**FINISH TIME: **11:30**

ITEM # (SEQ#)	DESCRIPTION	SPECIAL INSTRUCTIONS	NOTES / CHANGES	
			BASIC 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.		✓	✓
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.		✓	N/A
2	Wash coil with coil cleaning solution - Rinse Thoroughly		✓	N/A
3	Straighten fin tubes with fin comb, as needed.		✓	N/A
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:

**CU-2**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR CONDENSING UNIT**

SITE AND BLDG #: *WV 083-01*LOCATION/RM #: *OUTSIDE* WO# *8728* ASSET # *3094*MECHANIC  
SIGNATURE: *[Signature]*DATE: *5/23/18*START TIME: *11:30*FINISH TIME: *12:00*

ITEM	DESCRIPTION	NOTES	SPECIAL INSTRUCTIONS		NOTES
			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.		✓	✓	
1	Remove debris from air screen and clean underneath unit.		✓	N/A	
2	Wash coil with coil cleaning solution - Rinse Thoroughly		✓	N/A	
3	Straighten fin tubes with fin comb, as needed.		✓	N/A	
4	Check electrical connections for tightness.		✓	N/A	
5	Check mounting base for tightness.		✓	N/A	
6	Inspect fans for bent blades, unbalance, excessive noise and vibrations.		✓	N/A	
7	Inspect all piping for leaks and tighten loose connections.		✓	N/A	
8	Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.		✓	N/A	
9	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.		✓	N/A	
10	Inspect unit for overall condition and recommend for replacement or other needed repairs.		✓	N/A	
11	Clean up work area.		✓	N/A	

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:

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OUTDOOR PACKAGED UNIT/ROOF TOP UNIT (RTU)**

SITE AND BLDG #: WV 053-61MECHANIC  
SIGNATURE: DATE: 5/23/18LOCATION/RM i43 .WO# 8288 ASSET # 3374

START TIME:

FINISH TIME:

ITEM #	ITEM DESCRIPTION	BASIC CONCERN		NOTES/CONDITIONS
		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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Thoroughly inspect and clean interior and exterior of machine with wet/ dry vacuum, (remove panels).			
2	Clean drain pan and note excessive corrosion. Treat rusted areas with rust inhibitor. Ensure that the rust inhibitor chemical does not add volatile organic compounds or contaminants to the drain pan. If possible, rinse well after application or choose a less hazardous material. Consult the chemicals Safety Data Sheet (SDS) for this information			
3	Check for refrigeration leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not able to be stopped or corrected, report leak status to supervisor.			
4	Check condition of cooling and reheat coils. Use fin comb if need to straighten fins.			
5	Clean coils. Use detergent solution and warm water if coil is heavily soiled.			
7	Clean and lubricate motor and squirrel cage fan(s). Check alignment of motor and fan. Check bearings for excessive wear.			
8	Check belt tension and condition. Adjust or replace as required.			
9	Replace pre-filters if needed.			
10	Replace final filter if needed.			
11	If applicable confirm the following: i. Humidistat activates humidifier. ii. Reheat coils activate properly. iii. Discharge air temperature is set properly.			
12	Check and adjust vibration eliminator mountings if equipped. Repair or replace if required			
13	If applicable, clean and test condensate pump and alarm.			

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:

*No ACCESS. No Keys.*

*UV - 8*

*[Handwritten signature]*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**HOT AIR FURNACE**

ACTIVITY AND BLDG #: *65V 053-01*LOCATION: *W-18788 Asset # 3414*MECHANIC  
SIGNATURE: *[Signature]*DATE: *5/23/13*START TIME: *12:00*FINISH TIME: *12:30*

ITEM	DESCRIPTION	TASK COMPLETED	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.		<i>✓</i>	
2	Review manufacturer's instructions.		<i>✓</i>	
3	Schedule shutdown with operating personnel.		<i>✓</i>	
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		<i>✓</i>	
5	Remove furnace ends and access panels if applicable.			
6	Check the fire box liner or refractory for cracks and leaks.		<i>N/A</i>	
7	Check smoke stack for obstructions, leaks, etc.		<i>N/A</i>	
8	Clean bottom of smoke stack (breaching).		<i>N/A</i>	
9	Clean all fans and motors.		<i>✓</i>	
10	Check operation of controls and safeties.		<i>✓</i>	
11	Lubricate as required.		<i>✓</i>	
12	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)		<i>✓</i>	<i>N/A</i>
13	Replace furnace and access panels ends if removed.		<i>✓</i>	
14	Check all motors, belts, pulleys, shafts, etc. for alignment.		<i>✓</i>	
15	Treat all rusted areas with rust inhibitor and touch up paint.		<i>✓</i>	<i>N/A</i>
16	Remove lock outs and tags. Restore fuel and power supply.		<i>✓</i>	

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:

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*AMP Phew*

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7-4  
7-3*

*PL*