

CERTIFICATION OF WORK

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

FACID/Building: WV053

Date of Visit: 6-24-19

Contractor Personnel on Site:

1. Jim Geertgens

2. Scott Vicky

3. _____

4. _____

5. _____

6. _____

Work Performed:

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

1. 9084

9368

9319

2. 9201

~~9071~~

9393

3. 9293

9083

9294

4. 9310

9295

9422

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 6-24-19

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: Adrian P Popik

Date: 2019 0624

Signed: _____

E-Mail: _____

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

FACID/Building: WV 053 Date of Visit: 6-24-19

Contractor Personnel on Site:

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

Work Performed:

Other Recurring Services

- | | |
|----------------|-------|
| 1. <u>9201</u> | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geggans Date: 6-24-19

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: Andrew P. Porik Date: 2019.06.24

Signed: [Signature]

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST MOTORIZED DAMPERS, PNEUMATIC OR ELECTRIC

ACTIVITY AND BLDG #: WV 053-1MECHANIC
SIGNATURE: [Signature]

DATE: _____

LOCATION: Baldm Wot 9084 Assd 3459START TIME: 1130FINISH TIME: 1140

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Review manufacturer's instructions.	/		
4	During damper servicing, moveable surfaces should be cleaned and lubricated.	/		
5	For pneumatic systems, verify proper main line pressure per manufacturer's specifications, between 8-15 psi.		NA	
6	De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.		NA	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check damper for freedom of movement and proper operation. Drive actuator through full range, when applicable.	/		
2	Observe damper operation through full operating range by activating controller, when applicable, check EMS.	/		
3	Check damper surfaces for wear and clean vanes.	/		
4	Check damper end bushings for excessive wear. Replace as needed.	/		
5	Check actuator/damper linkage for proper operation. Adjust if needed. Tighten operator arm set screws.	/		
6	Lubricate mechanical connections sparingly using an approved lubricant. Wipe off excess.		NA	
7	Check for proper operating voltage, signal voltage, and resistance as applicable on motorized actuators.		NA	
8	If damper is used for outside air economizer, check economizer setpoints in the BAS.		NA	
9	For pneumatic actuators, check for air leaks around actuator and in air line between controller and actuator.		NA	
10	Lubricate actuator linkage sparingly. Wipe off excess lubricant. DO NOT LUBRICATE actuator/drive stem.	/		
	Clean off any corrosion or rust on damper frame and or damper blades and restore original finish.	/		

Check list 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: WU 053-1

MECHANIC
SIGNATURE: *[Signature]*

DATE: 6-24-19

LOCATION/RM #: *[Signature]* WO# 9084 ASSET # 3582

START TIME: 1130

FINISH TIME: 1145

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<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	Clean unit, especially fan blades.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Perform required lubrication and remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Remove all trash and debris.	<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 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 TANKS, WATER STORAGE

SITE AND BLDG #: WU053-1MECHANIC
SIGNATURE: [Signature]DATE: 6-24-19LOCATION/RM #: _____ WO# 9084 ASSET # 7283START TIME: 1200FINISH TIME: 1230

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
	Examine exterior of tank including fittings, manholes, and handholes for leaks, signs of corrosion, and correct as indicated.	✓		
2	Inspect structural supports and repair or replace damaged insulation or covering. If insulation contains asbestos and is damaged or eroded, it is considered a hazardous waste.	✓		
3	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.		✓	
4	Clean up work site.	✓		

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: