

ATTACHMENT J-0200000-05
FORMS

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 Beentjens
2. Scott Ulrey
3. _____

4. _____
5. _____
6. _____

Work Performed:

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

1.	<u>9084</u>	<u>9368</u>	<u>9319</u>
2.	<u>9201</u>	<u>9071</u>	<u>9393</u>
3.	<u>9293</u>	<u>9483</u>	<u>9294</u>
4.	<u>9310</u>	<u>9295</u>	<u>9422</u>

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Beentjens

Date: 6-24-19

Signed: Jim Beentjens

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: Adrea Popik

Date: 2019 0624

Signed: Adrea Popik

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. Jim Geetzgans
2. Scott Weely
3. _____
4. _____
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 9201
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

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

Signed: Jim Geetzgans

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. Poore Date: 2019 06 24

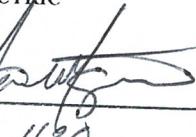
Signed: Andrew P. Poore

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MOTORIZED DAMPERS, PNEUMATIC OR ELECTRIC

ACTIVITY AND BLDG #: WV 053-1

LOCATION: Botel Inn W04 9084 ass1 3459

MECHANIC
SIGNATURE: 

DATE:

START TIME: 1130

FINISH TIME: 1140

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	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.	/		
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	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.	/		
7	Check for proper operating voltage, signal voltage, and resistance as applicable on motorized actuators.	/	NA	NA
8	If damper is used for outside air economizer, check economizer setpoints in the BAS.	/	NA	NA
9	For pneumatic actuators, check for air leaks around actuator and in air line between controller and actuator.	/	NA	NA
10	Lubricate actuator linkage sparingly. Wipe off excess lubricant. DO NOT LUBRICATE actuator/drive stem.	/		
11	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

SITF AND BLDG #: WV 053-1

LOCATION/RM #: *part 1* WO# 9084 ASSET # 3582MECHANIC
SIGNATURE:

START TIME:

1130

DATE:

6-24-19
1130

FINISH TIME:

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

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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TANKS, WATER STORAGE

SITE AND BLDG #: WV053-1MECHANIC
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	
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				
1	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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: