

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

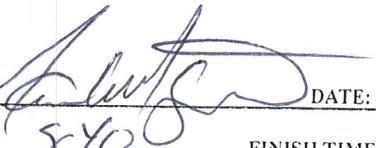
To be signed by Facility Manager:

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 #: WU 053-02MECHANIC  
SIGNATURE: DATE: 5/23/15LOCATION/RM #: 214 WO# 8789 ASSET # 3165START TIME: 840FINISH TIME: 900

ITEM	DESCRIPTION	PASSED/COMPLETED		NOTES/ACCTIONS (IF PASSED/COMPLETED, EXPLAINING PROVIDED EXPLANATION)
		YES	NO	

ITEM	DESCRIPTION	PASSED/COMPLETED		NOTES/ACCTIONS (IF PASSED/COMPLETED, EXPLAINING 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.	/		

**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.)	/		L1 32 L2 34 L3 _____
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.	/		NA
11	Use fin comb to straighten coil fins.	/		NA
12	If applicable, clean strainer (annually).	/		NA
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.	/		NA
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.	/		NA
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	/		NA
17	Vacuum interior of unit.	/		NA
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.	/		

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 #: WU 053 - 68

LOCATION/RM #: OUTDOOR WO# 8789

ASSET # 3093

MECHANIC  
SIGNATURE

DATE: 5/23/18

START TIME: 8:00

FINISH TIME: 8:15

CHECKLIST ITEM	CHECKLIST DESCRIPTION	PASSED NO DEFECTS NO REPAIRS NO RECOMMENDATION	NOT ACHIEVED NO DEFECTS NO REPAIRS NO RECOMMENDATION
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.	✓	
6	Wash coil with coil cleaning solution - Rinse Thoroughly	✓	NO Rinse
7	Straighten fin tubes with fin comb, as needed.	✓	
8	Check electrical connections for tightness.	✓	
9	Check mounting base for tightness.	✓	N/A
10	Inspect fans for bent blades, unbalance, excessive noise and vibrations.	✓	
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.	✓	
	Check supply air temperature to ensure unit is operating properly. If possible record room temperature.	✓	
	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	
	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:

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

ACTIVITY AND BLDG #: W0083 - C2

MECHANIC  
SIGNATURE: 

DATE: 5/23/15

LOCATION: 265 Wolf 8789 nsed " 340r

START TIME: 8:15

FINISH TIME: 8:30

ITEM	DESCRIPTION	TASK COMPLETION		NOTES/EXPLANATIONS
		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	Review manufacturer's instructions.	✓		
3	Schedule shutdown with operating personnel.		✓	
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.		✓	
<b>ITEMS PERFORMED DURING INSPECTION SERVICE</b>				
1	Remove furnace ends and access panels if applicable.		NIA	
2	Check the fire box liner or refractory for cracks and leaks.		NIA	
3	Check smoke stack for obstructions, leaks, etc.		NIA	
4	Clean bottom of smoke stack (breaching).		NIA	
5	Clean all fans and motors.	✓		
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)	✓	NIA	
9	Replace furnace and access panels ends if removed.	✓		
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		
11	Treat all rusted areas with rust inhibitor and touch up paint.		NIA	
12	Remove lock outs and tags. Restore fuel and power supply.	✓		

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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