

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:

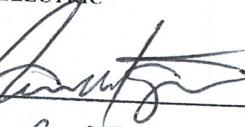
Print Name/Rank: Andrew P. Poore Date: 2019 06 24

Signed: Andrew P. Poore

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MOTORIZED DAMPERS, PNEUMATIC OR ELECTRIC

ACTIVITY AND BLDG #: WU053-2
 LOCATION: Balcony/w# 9183 ASST 3458

MECHANIC
 SIGNATURE: 

DATE: 6-24-19START TIME: 9:05FINISH TIME: 9:25

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.	/		
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.			
8	If damper is used for outside air economizer, check economizer setpoints in the BAS.	/		
9	For pneumatic actuators, check for air leaks around actuator and in air line between controller and actuator.			
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

SITE AND BLDG #: WV053 - 02

MECHANIC
SIGNATURE: 

DATE: 6-24-19

LOCATION/RM #: 218 WO# 9183 ASSET # 3567

START TIME: 800

FINISH TIME: 810

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.

- 1 Clean unit, especially fan blades.
- 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.
- 3 Perform required lubrication and remove old or excess lubricant.
- 4 Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.
- 5 Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.
- 6 Start unit and check for vibration and noise.
- 7 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
EXHAUST FANS

SITF AND BLDG #:

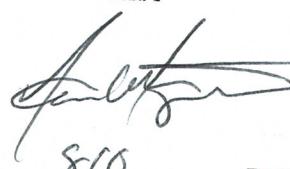
WW053-02

MECHANIC
SIGNATURE:

DATE: 6-24-19

LOCATION/RM #: 205 WO# 9183 ASSET # 3570

START TIME:



810

FINISH TIME: 820

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
EXHAUST FANS

SITE AND BLDG #: WV053-02

MECHANIC
SIGNATURE:

DATE:

6-24-19

LOCATION/RM #: 205 WO# 9183 ASSET # 3612

START TIME:

820

FINISH TIME:

830

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.

- 1 Clean unit, especially fan blades.
- 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.
- 3 Perform required lubrication and remove old or excess lubricant.
- 4 Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.
- 5 Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.
- 6 Start unit and check for vibration and noise.
- 7 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
EXHAUST FANS

SITE AND BLDG #: **WU053-02**LOCATION/RM #: **204** WO# **9183** ASSET # **3617**MECHANIC
SIGNATURE:DATE: **6-24-19**

START TIME:

030

FINISH TIME:

840

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE 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	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
EXHAUST FANS

SITT AND BLDG #: **W0053-02**LOCATION/RM #: **204** WO# **9183** ASSET # **3876**MECHANIC
SIGNATURE:

START TIME:

DATE:

840**6-24-19**

FINISH TIME:

850

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: