

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
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: WV 053-02

LOCATION/RM #: Bathrooms WO# 9393 ASSET # 1676

MECHANIC
SIGNATURE: *Scott M. Dwyer*

DATE: 6/24/19

START TIME: 8:15

FINISH TIME: 8:45

CHECKPOINT	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. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	For gsa/oil heaters:			
3	1. Remove access panels if applicable.			
4	2. Check the fire box liner or refractory for cracks and leaks.			
5	3. Check all gas lines for leaks. Repair as needed.			
6	Clean dirt from heater, vaccuming is preferred.	✓		N/A
7	Check operation of gas valve.			
8	Check for gas leaks.			N/A
9	Check operation of thermostat.			N/A
10	If applicable, replace primary air intake filter.			N/A
11	As needed, clean spark electrode and reset gap, replace if necessary			N/A
12	Inspect flue pipe and connections.	✓		
13	If applicable, inspect and clean outside air blower and blower intake.			
14	Inspect unit for proper operation.	✓		
15	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

2 piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #:

WV053 - 02

LOCATION/RM #:

Boiler Room

WO# 9393 ASSET # 4533

MECHANIC
SIGNATURE:

START TIME: 8:45

DATE:

1/24/19

FINISH TIME: 9:15

CHECK ITEM	DESCRIPTION	STANDARD	NOTICE OF WORKS (OR BASIC COMPETITIVE, THE GRADING, OR EQUIVALENT WORK)	SPECIAL INSTRUCTIONS		NOTES/PERFORMED DATE/ATTACH INSPECTION SERVICE
				WIRING	INSTRUMENTATION	
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.			✓	✓	
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	Check valve for full stroke operation in both directions, if applicable.					
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.					
6	Clean the coil with vacuum cleaner.			✓		
7	Comb the fins as needed.			✓		
8	Clean all fans and motors.			✓		
9	Check operation of controls and safeties.			✓		
10	Lubricate as required.			✓		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.			✓		

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:

2 piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #:

WU053-02

LOCATION/RM #:

WO# 9393 ASSET # 4535

MECHANIC
SIGNATURE:

START TIME:

9:15

DATE:

10/24/19

FINISH TIME:

9:45

CHECK POINT	CHECKPOINT DESCRIPTION	WORK 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.		✓	
2	Schedule shutdown with operating personnel.	✓	✓	
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	Check valve for full stroke operation in both directions, if applicable.		N/A	
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		
6	Clean the coil with vacuum cleaner.	✓		
7	Comb the fins as needed.	✓		
8	Clean all fans and motors.	✓		
9	Check operation of controls and safeties.	✓	N/A	
10	Lubricate as required.	✓		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		

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:

2 piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: W0053-02
LOCATION/RM #: 204 WO# 9393 ASSET # 4537

MECHANIC
SIGNATURE:

DATE:

9:45

6/24/19

10:15

ITEM #	DESCRIPTION	TECHNICIAN SIGNATURE		INSTRUCTIONS
		NAME	ISO	
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.		✓	
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	Check valve for full stroke operation in both directions, if applicable.		N/A	
5	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		
6	Clean the coil with vacuum cleaner.	✓		
7	Comb the fins as needed.	✓		
8	Clean all fans and motors.	✓		
9	Check operation of controls and safeties.	✓	N/A	
10	Lubricate as required.	✓		
11	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		

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
 Addit onal Notes:

2 piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WU053 - 02

LOCATION/RM #: 218 WO# 9393 ASSET # 4541

MECHANIC
SIGNATURE:

DATE:

10/19

START TIME: 10:15

FINISH TIME: 10:45

ITEM	DESCRIPTION	WORK COMPLETED	NOTES	
			MISS	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.	✓		
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.		✓	
	JOB FORM ID DATE OF EACH INSPECTION SERVICE			
1	Check valve for full stroke operation in both directions, if applicable.		N/A	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.			
3	Clean the coil with vacuum cleaner.	✓		
4	Comb the fins as needed.	✓		
5	Clean all fans and motors.	✓		
6	Check operation of controls and safeties.		N/A	
7	Lubricate as required.	✓		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.			

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.

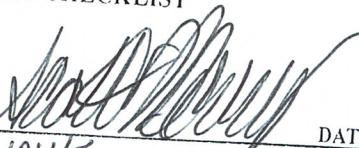
To be performed by: General Maintenance Worker

Additional Notes:

2 piece



PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WU053-02LOCATION/RM #: Garage WO# 9393 ASSET # 4581MECHANIC
SIGNATURE: DATE: 6/24/19START TIME: 10:45FINISH TIME: 11:15

ITEM	DESCRIPTION	NOTES	SPECIAL INSTRUCTIONS	NOTES	
				WHS	801
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.		✓		
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	Check valve for full stroke operation in both directions, if applicable.				
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.		✓ N/A		
3	Clean the coil with vacuum cleaner.		✓		
4	Comb the fins as needed.		✓		
5	Clean all fans and motors.		✓		
6	Check operation of controls and safeties.		✓		
7	Lubricate as required.		✓ N/A		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		✓		

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
 Addit onal Notes:

4 piece

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

WV053-02

LOCATION/RM #:

GARAGE

WO# 9393 ASSET # 4583

MECHANIC
SIGNATURE: *Mark Murphy*

DATE: 11/24/19

START TIME: 11:15

FINISH TIME: 11:30

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
3	For gsa/oil heaters:			
4	1. Remove access panels if applicable.	<input checked="" type="checkbox"/>		
5	2. Check the fire box liner or refractory for cracks and leaks.	<input checked="" type="checkbox"/>		
6	3. Check all gas lines for leaks. Repair as needed.	<input checked="" type="checkbox"/>		
7	Clean dirt from heater, vaccuming is preferred.	<input checked="" type="checkbox"/>		
8	Check operation of gas valve.	<input checked="" type="checkbox"/>		
9	Check for gas leaks.	<input checked="" type="checkbox"/>		
10	Check operation of thermostat.	<input checked="" type="checkbox"/>		
11	If applicable, replace primary air intake filter.	<input checked="" type="checkbox"/>		
	As needed, clean spark electrode and reset gap, replace if necessary	<input checked="" type="checkbox"/>		
12	Inspect flue pipe and connections.	<input checked="" type="checkbox"/>		
13	If applicable, inspect and clean outside air blower and blower intake.	<input checked="" type="checkbox"/>		
14	Inspect unit for proper operation.	<input checked="" type="checkbox"/>		
15	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<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

4 piece