

CERTIFICATION OF WORK

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

FACID/Building: PA003

Date of Visit: 12/6/18

Contractor Personnel on Site:

1. Tony Lizaro

2. Jim Geertgens

3. Scott Werry

4. Frank Sapienza

5. _____

6. _____

Work Performed:

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

1. 6548

2. 6651

3. 6589

4. 6716

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 12-6-18

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: Robert Taylor

Date: 20181206

Signed: [Signature]

E-Mail:

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

FACID/Building: P003-01 Date of Visit: 12/6/18

Contractor Personnel on Site:

- | | |
|-------------------------|------------------------|
| 1. <u>Tony Luzzo</u> | 4. <u>Mark Spicars</u> |
| 2. <u>Jim Geertgens</u> | 5. _____ |
| 3. <u>Scott Wern</u> | 6. _____ |

Work Performed:

Other Recurring Services

- | | |
|----------------|-------|
| 1. <u>6492</u> | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 12-6-18

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: Robert Treder Date: 20181206

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pn 003-01

MECHANIC

SIGNATURE:

LOCATION/RM #:

1st

WO#

6651

ASSET #

4047

START TIME:

840

DATE:

12/6/18

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	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	✓		
4	Check fan blades for dust buildup and clean if necessary.	✓		
5	When applicable, check fan blades and moving parts for cracks and excessive wear.	✓		
6	Tighten all electrical connectors to proper torque as needed.	✓		
7	Check that the fan runs properly in all speeds as applicable.	✓		
8	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	✓		N/A
9	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	✓		N/A
10	Lubricate mechanical connections of dampers sparingly as applicable.	✓		N/A
11	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
12	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
13	Check coils for leaking, tightness of fittings.	✓		
14	Use fin comb to straighten coil fins as needed.	✓		N/A

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- 15 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 16 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 17 Vacuum interior of unit.
- 18 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 19 Change the filter as needed with the correct size and type filter.
- 20 Insure that drain(s) are clear and running.
- 21 Clean up work area.

N/A

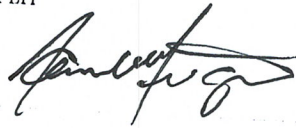
N/A

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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PA 003-C,

MECHANIC
SIGNATURE: 

DATE: 12/2/18

LOCATION/RM #: Comm. B WO# 6651

ASSET # 4048

START TIME: 850

FINISH TIME: 900

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	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	/		
1	Check fan blades for dust buildup and clean if necessary.	/		
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	/		
3	Tighten all electrical connectors to proper torque as needed.	/		
4	Check that the fan runs properly in all speeds as applicable.	/		
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	N/A	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	N/A	
7	Lubricate mechanical connections of dampers sparingly as applicable.	/	N/A	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/		
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/		
10	Check coils for leaking, tightness of fittings.	/		
11	Use fin comb to straighten coil fins as needed.	/	N/A	

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 003-01

MECHANIC
SIGNATURE: 

DATE: 12/6/12

LOCATION/RM #: MTC
CUTAL

WO# 6651

ASSET # 4049

START TIME: 900

FINISH TIME: 900

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

- | 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 | As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times. | - | - | |
| 1 | Check fan blades for dust buildup and clean if necessary. | - | - | |
| 2 | When applicable, check fan blades and moving parts for cracks and excessive wear. | - | - | |
| 3 | Tighten all electrical connectors to proper torque as needed. | - | - | |
| 4 | Check that the fan runs properly in all speeds as applicable. | - | - | |
| 5 | Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary. | - | - | N/A |
| 6 | Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. | - | - | N/A |
| 7 | Lubricate mechanical connections of dampers sparingly as applicable. | - | - | N/A |
| 8 | Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE. | - | - | |
| 9 | Clean coils by brushing, blowing, vacuuming, or pressure washing. | - | - | |
| 10 | Check coils for leaking, tightness of fittings. | - | - | |
| 11 | Use fin comb to straighten coil fins as needed. | - | - | N/A |

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- | | | | | |
|----|---|---|---|-----|
| 12 | Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary. | - | - | N/A |
| 13 | Check rigid couplings for alignment on direct drives, and for tightness of assembly. | - | - | |
| 14 | Vacuum interior of unit. | - | - | |
| 15 | Check filter door for proper gasketing and air leaks. Correct as necessary. | - | - | |
| 16 | Change the filter as needed with the correct size and type filter. | - | - | |
| 17 | Insure that drain(s) are clear and running. | - | - | N/A |
| 18 | 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 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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 003-0

MECHANIC

SIGNATURE:



DATE:

12/6/18

LOCATION/RM #:

THERMOS

WO#

6657

ASSET #

4050

START TIME:

910

FINISH TIME:

920

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	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	-	-	
1	Check fan blades for dust buildup and clean if necessary.	-	-	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	-	-	
3	Tighten all electrical connectors to proper torque as needed.	-	-	
4	Check that the fan runs properly in all speeds as applicable.	-	-	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	-	-	N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	-	N/A
7	Lubricate mechanical connections of dampers sparingly as applicable.	-	-	N/A
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	-	-	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	-	-	
10	Check coils for leaking, tightness of fittings.	-	-	
11	Use fin comb to straighten coil fins as needed.	-	-	N/A

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

N/A

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 FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

P-003-01

MECHANIC

SIGNATURE:



DATE:

12/1/18

LOCATION/RM #:

Supply WO# 6651

ASSET # 4051

START TIME:

920

FINISH TIME:

930

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 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 10 Check coils for leaking, tightness of fittings.
- 11 Use fin comb to straighten coil fins as needed.

N/A

N/A

N/A

N/A

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

N/A

N/A

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.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Pa 003 - 01

MECHANIC
SIGNATURE: *[Signature]*

LOCATION/RM #: TNAH4

WO# 6651

ASSET # 4052

START TIME: 930

DATE: 12/6/18

FINISH TIME: 940

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	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	-	-	
1	Check fan blades for dust buildup and clean if necessary.	-	-	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	-	-	
3	Tighten all electrical connectors to proper torque as needed.	-	-	
4	Check that the fan runs properly in all speeds as applicable.	-	-	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	-	-	NA
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	-	NA
7	Lubricate mechanical connections of dampers sparingly as applicable.	-	-	NA
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	-	-	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	-	-	
10	Check coils for leaking, tightness of fittings.	-	-	
11	Use fin comb to straighten coil fins as needed.	-	-	NA

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 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 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: