

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: P4003 Date of Visit: 12/6/18

Contractor Personnel on Site:

1. Tony Lazars
2. Jim Geertges
3. Scott Warr
4. Funk Speranza
5. _____
6. _____

Work Performed:

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

1. 6548
2. 6451
3. 6589
4. 6714

CERTIFICATION OF WORK

To be signed by the Contractor:

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

Signed: 

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 Testo-S Date: 20181286

Signed: 

E-Mail:

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

FacID/Building: 1003-01 Date of Visit: 12/6/18

Contractor Personnel on Site:

1. <u>Tony Lizzadro</u>	4. <u>Mark Sapienza</u>
2. <u>Tom Geertges</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 Geertges Date: 12-6-18
Signed: Jim Geertges

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 Fricke Date: 20181206
Signed: Robert Fricke

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Po 003-01

LOCATION/RM #: 1st

SGT

WO# 6651

ASSET # 4047

MECHANIC
SIGNATURE:
Start Time:*James C. Miller*

DATE:

12/6/18

FINISH TIME: 850

NOTES/ ACTIONS
OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS
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- 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

N/A

- 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

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 003-6

LOCATION/RM #: Concourse WO# 6651

ASSET # 4048

MECHANIC
SIGNATURE: *John C. Ferguson*

DATE: 12/2/18

START TIME: 850

FINISH TIME: 900

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS <small>IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION</small>	
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.	/	N/A	
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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- 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

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 #: Po 003-01

LOCATION/RM #: MTC
CTRL WO# 6651

ASSET # 4049

MECHANIC
SIGNATURE: *James Johnson*

DATE: 12/6/18

START TIME:

900

FINISH TIME: 800

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES 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.	/	NP	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	NP	
7	Lubricate mechanical connections of dampers sparingly as applicable.	/	NP	
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.	/	NP	

- 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.

NP

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NP

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 663 - a.*LOCATION/RM #: *TR101* WO# *6657*ASSET # *4050*MECHANIC
SIGNATURE: *James*DATE: *12/6/18*START TIME: *910*FINISH TIME: *920*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES 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.	/	
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.	/	N/A
14	Use fin comb to straighten coil fins as needed.	/	

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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**/*

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *P-003-01*
 LOCATION/RM #: *Supply WO# 6651* ASSET # *4051*

MECHANIC SIGNATURE: *Janet*
 START TIME: *920*
 DATE: *12/6/18*
 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.	/		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.	/		NA
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

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

NA

NA

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 #: *P-603-01*LOCATION/RM #: *TR4444*WO# *6651*ASSET # *4052*MECHANIC
SIGNATURE: *John F. G.*START TIME: *930*DATE: *12/6/16*FINISH TIME: *990*

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 fell, 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.	/	/	

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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.

*NP**NP*

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: