

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

FACID/Building: PA067

Date of Visit: 12/18/18

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertgens
3. Scott Wern
4. Frank Sapienza
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

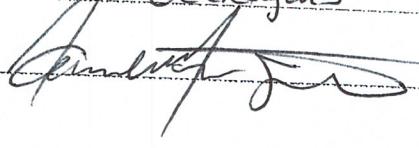
1. 6473
2. 6652
3. 6601
4. 6709

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 12-18-18

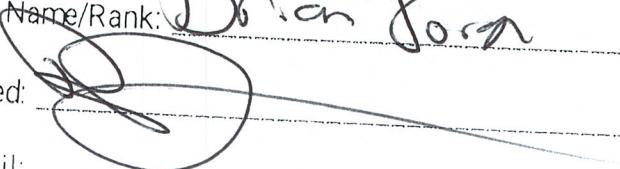
Signed: 

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: Brian Torn

Date: 18 DE 18

Signed: 

E-Mail:

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

FacID/Building: Pr 067 Date of Visit: 12/18/18

Contractor Personnel on Site:

1. <u>Tony Lazarus</u>	4. <u>Frank Sapienza</u>
2. <u>Jim Geertser</u>	5. _____
3. <u>Scott Wenz</u>	6. _____

Work Performed:

Other Recurring Services

1. <u>6473</u>
2. _____
3. _____
4. _____

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA Date: 12-17-18  
Signed: F. Sapienza

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: John D. Dill Date: 18 DEC 18  
Signed: John D. Dill

E-Mail:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VACUUM PUMP**

PROPERTY AND BLDG #: Pr 067-01  
ACTION: Drive Wk# 6652 Asset # 4071

MECHANIC  
SIGNATURE:

DATE: 12/18/18

START TIME: 800

FINISH TIME: 815

ITEM	DESCRIPTION	WORK COMPLETED		DURATION (ACCT CODE)
		YES	NO	
	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.	/		
	Read and understand manufacturer's instructions of each device before making adjustments to the device or to the system PRIOR to making any changes. Schedule service outages for the areas controlled by the field panel.	/		
	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
	TO BE PERFORMED DURING INSPECTION SERVICE			
1)	Drain oil from reservoir if applicable. Place oil in a proper receptacle for oil disposal.			
2)	Remove oil filter and replace, if applicable.	NA		
3)	Remove oil sight glass and clean as needed.	NA		
4)	Fill with the appropriate type and amount of oil if applicable. Refer to manufacturer's specifications for the equipment.	NA		
5)	Remove the exhaust filter and replace.	NA		
6)	Check the exhaust chamber and oil return line for clogging. Clean if needed.	/		
7)	Inspect the exhaust chamber for excess oil. Wipe out if needed.	NA		
8)	Inspect the vacuum inlet filter.	NA		
9)	Wipe out the interior of the filter housing.	NA		
10)	Wipe exterior surfaces of the pump free of debris and oil.	NA		
11)	Remove and clean the vacuum diverter valve. Replace with new if needed.	/		
12)	If applicable, check the drive belt for cracks fraying and stretching. Replace if worn.	/	Direct.	

The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. list compiled in accordance with:

General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1. Final 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**  
**UNIT HEATER, ELECTRIC**

SITE AND BLDG #: *Pa 067-01*LOCATION/RM #: *Back Stairs* WO# *6652* ASSET # *4208*MECHANIC  
SIGNATURE: *John A. Aut*DATE: *12/18/18*START TIME: *8:00AM*FINISH TIME: *8:30AM*

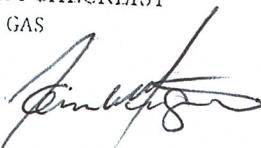
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
3	Check heater coils and associated piping for leaks or corrosion.	✓		
4	Clean heating coil. Brush vacuum where accessible.	✓		
5	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		
6	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		
7	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	✓		
8	Verify proper control by modulating the thermostat through complete cycle.	✓		
9	Inspect unit for proper operation.	✓		
10	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 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

*W/H - 3*

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

SITE AND BLDG #: PH 067 - C

MECHANIC  
SIGNATURE:  


DATE: 12/18/15

LOCATION/RM #: PH 067 - C WO# 6652 ASSET # 4242

START TIME: 1130

FINISH TIME: 1200

CHECKPOINT	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	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	For gsa/oil heaters:	/		
	1. Remove access panels if applicable.	/		
	2. Check the fire box liner or refractory for cracks and leaks.	/		
	3. Check all gas lines for leaks. Repair as needed.	/		
2	Clean dirt from heater, vaccuming is preferred.	/		
3	Check operation of gas valve.	/		
4	Check for gas leaks.	/		
5	Check operation of thermostat.	/		
6	If applicable, replace primary air intake filter.	/		
7	As needed, clean spark electrode and reset gap, replace if necessary.	/		
8	Inspect flue pipe and connections.	/		
9	If applicable, inspect and clean outside air blower and blower intake.	/		
10	Inspect unit for proper operation.	/		
11	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

1218 - C

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

SITE AND BLDG #: Pr 062 - 01

MECHANIC  
SIGNATURE: *John A. Aul*

DATE: 12/18/18

LOCATION/RM #: Boiler Room WO# 6652 ASSET # 4298

START TIME: 8:30AM

FINISH TIME: 9:00AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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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 Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.
- 3 For gsa/oil heaters:
  - 1 Remove access panels if applicable.
  - 2 Check the fire box liner or refractory for cracks and leaks.
  - 3 Check all gas lines for leaks. Repair as needed.
- 4 Clean dirt from heater, vaccuming is preferred.
- 5 Check operation of gas valve.
- 6 Check operation of thermostat.
- 7 If applicable, replace primary air intake filter.
- 8 As needed, clean spark electrode and reset gap, replace if necessary.
- 9 Inspect flue pipe and connections.
- 10 If applicable, inspect and clean outside air blower and blower intake.
- 11 Inspect unit for proper operation.
- 12 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

UH - 4

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

SITE AND BLDG #: *Ph 067-01*MECHANIC  
SIGNATURE: *John F. Jones*DATE: *12/15/12*LOCATION/RM #: *Unclear* WO# *6652* ASSET # *4300*START TIME: *1130*FINISH TIME: *1200*

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

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

*WF - 2*

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

SITE AND BLDG #: *Pa 062-01*MECHANIC  
SIGNATURE: *John W. Thompson*DATE: *12/18/05*LOCATION/RM #: *1101*ASSET # *4301*START TIME: *900*FINISH TIME: *915**2nd floor*

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

*WF - 3*

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

SITE AND BLDG #: PR 062-01

MECHANIC  
SIGNATURE: 

DATE: 12/18/18

LOCATION/RM #: Resr WO# 6652 ASSET # 4362

START TIME: 1000

FINISH TIME: 1015

CHECKPOINT	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 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 For gsa/oil heaters:
  - 1 Remove access panels if applicable.
  - 2 Check the fire box liner or refractory for cracks and leaks.
  - 3 Check all gas lines for leaks. Repair as needed.
- 2 Clean dirt from heater, vaccuming is preferred.
- 3 Check operation of gas valve.
- 4 Check for gas leaks.
- 5 Check operation of thermostat.
- 6 If applicable, replace primary air intake filter.
- 7 As needed, clean spark electrode and reset gap, replace if necessary.  *used new thorium couple*
- 8 Inspect flue pipe and connections.
- 9 If applicable, inspect and clean outside air blower and blower intake.  *N/A*
- 10 Inspect unit for proper operation.  *N/A*
- 11 Inspect unit for overall condition and recommend for replacement or other needed repairs.  *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

WR - S

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

SITE AND BLDG #: PR 067-01

MECHANIC  
SIGNATURE:  
Frank A. A. L

DATE: 12/18/18

LOCATION/RM #: M815  
2nd Floor

WO# 6652

ASSET # 4304

START TIME: 10:15

FINISH TIME: 10:45AM

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.	✓		
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.	✓		
3	For gsa/oil heaters:			
4	1. Remove access panels if applicable.	✓		
5	2. Check the fire box liner or refractory for cracks and leaks.	✓		
6	3. Check all gas lines for leaks. Repair as needed.	✓		
7	2. Clean dirt from heater, vaccuming is preferred.	✓		
8	3. Check operation of gas valve.	✓		
9	4. Check for gas leaks.	✓		
10	5. Check operation of thermostat.	✓		
11	6. If applicable, replace primary air intake filter.	✓		
	7. As needed, clean spark electrode and reset gap, replace if necessary.	✓		N/A
	8. Inspect flue pipe and connections.	✓		N/A
	9. If applicable, inspect and clean outside air blower and blower intake.	✓		
	10. Inspect unit for proper operation.	✓		
	11. 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

UR - 4

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

SITE AND BLDG #:

Pr 067-21

MECHANIC  
SIGNATURE:

Frank A. Am

DATE:

12/18/18

LOCATION/RM #:

W0001

WO# 6652

ASSET # 4305

START TIME: 10:45AM

FINISH TIME:

11:15AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES      NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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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 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 For gsa/oil heaters:
  1. Remove access panels if applicable.
  2. Check the fire box liner or refractory for cracks and leaks.
  3. Check all gas lines for leaks. Repair as needed.
- 2 Clean dirt from heater, vaccuming is preferred.
- 3 Check operation of gas valve.
- 4 Check for gas leaks.
- 5 Check operation of thermostat.
- 6 If applicable, replace primary air intake filter.
- 7 As needed, clean spark electrode and reset gap, replace if necessary.
- 8 Inspect flue pipe and connections.
- 9 If applicable, inspect and clean outside air blower and blower intake.
- 10 Inspect unit for proper operation.
- 11 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

WF-6

\*UNIT CAULKED TO WALL

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, ELECTRIC

SITE AND BLDG #: PA 067-01

LOCATION/RM #: Vault WO# 6652 ASSET # 4318

MECHANIC  
SIGNATURE:

START TIME:

1230

DATE: 12-18-18

FINISH TIME: 1245

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	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 heater coils and associated piping for leaks or corrosion.	/		
2	Clean heating coil. Brush vacuum where accessible.	/		
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	/		
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	/		
5	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings	/		
6	Verify proper control by modulating the thermostat through complete cycle.	/		
7	Inspect unit for proper operation.	/		
8	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 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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, ELECTRIC**

SITE AND BLDG #: PR 067-01

MECHANIC  
SIGNATURE:

DATE:

12/18/18

LOCATION/RM #: HALLWAY WO# 6652 ASSET # 4502

START TIME:

8:30

FINISH TIME:

8:45

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
3	Check heater coils and associated piping for leaks or corrosion.	/		
4	Clean heating coil. Brush vacuum where accessible.	/		
5	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	/		
6	Inspect fan for bent blades, unbalance, excessive noise and vibration.	/		
7	Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings.	/		
8	Verify proper control by modulating the thermostat through complete cycle.	/		
9	Inspect unit for proper operation.	/		
10	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 amounts 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

2 1C

WT 1 + UL 2

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

SITE AND BLDG #: PC 067-0,

LOCATION/RM #: Cages WO# 6652 ASSET # 4889  
off Drill HallMECHANIC  
SIGNATURE: *John F. S.*

DATE: 12/18/15

START TIME: 1015

FINISH TIME: 1030

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.	/		
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.	/		
1	For gsa/oil heaters:			
1	1. Remove access panels if applicable.	/		
2	2. Check the fire box liner or refractory for cracks and leaks.	/		
3	3. Check all gas lines for leaks. Repair as needed.	/		
2	Clean dirt from heater, vaccuming is preferred.	/		
3	Check operation of gas valve.	/		
4	Check for gas leaks.	/		
5	Check operation of thermostat.	/		
6	If applicable, replace primary air intake filter.	/		
7	As needed, clean spark electrode and reset gap, replace if necessary.	/		
8	Inspect flue pipe and connections.	/		
9	If applicable, inspect and clean outside air blower and blower intake.	/		
10	Inspect unit for proper operation.	/		
11	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

4 PC

A - Bad thermostat.  
D - checked Heat Exchanger  
Tagged since 2016

6014 1, 2, 3, 4, 5