

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 L...

2. Jim Geertgens

3. Scott W...

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: Sam 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 Tora

Date: 18 DEC 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: Proc 7

Date of Visit: 12/18/18

Contractor Personnel on Site:

1. Tony Lazars
2. Jim Geertsen
3. Scott Werry

4. Karl Sapienza
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 6473
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA

Date: 12-17-18

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: [Signature]

Date: 18 DEC 18

Signed: [Signature]

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VACUUM PUMP

PROPERTY AND BLDG #: Pr 067-01

LOCATION: DAUC INC WO# 6652 Asset # 4071

MECHANIC

SIGNATURE: [Signature]

DATE: 12/18/18

START TIME: 8:00

FINISH TIME: 8:15

CHECKPOINT DESCRIPTION	CHECK COMPLETION		NOTES/REMARKS
	YES	NO	
GENERAL INSTRUCTIONS			
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 AT EACH INSPECTION SERVICE			
Drain oil from reservoir if applicable. Place oil in a proper receptacle for oil disposal.		NA	
Remove oil filter and replace, if applicable.		NA	
Remove oil sight glass and clean as needed.		NA	
Fill with the appropriate type and amount of oil if applicable. Refer to manufacturer's specifications for the equipment.		NA	
Remove the exhaust filter and replace.		NA	
Check the exhaust chamber and oil return line for clogging. Clean if needed.	/	NA	
Inspect the exhaust chamber for excess oil. Wipe out if needed.		NA	
Inspect the vacuum inlet filter.		NA	
Wipe out the interior of the filter housing		NA	
Wipe exterior surfaces of the pump free of debris and oil.		NA	
Remove and clean the vacuum diverter valve. Replace with new if needed.	/	NA	
If applicable, check the drive belt for cracks fraying and stretching. Replace if worn.		NA	
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.

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 UNIT HEATER, ELECTRIC

SITE AND BLDG #: PA 067-01

MECHANIC
SIGNATURE: *Jim A. Ault*

DATE: 12/18/12

LOCATION/RM #: Back
Stairs

WO# 6652

ASSET # 4208

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.	✓		
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.	✓		

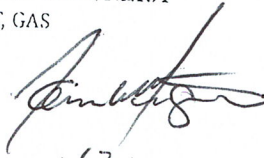
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: HVAC Technician

WT - 3

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

SITE AND BLDG #:

PA067-C,

MECHANIC
SIGNATURE:


DATE: 12/18/18

LOCATION/RM #:

DACC
WACC

WO# 6652

ASSET # 4242

START TIME:

1130

FINISH TIME:

1200

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(If task complete is checked NO, provide explanation)</small>
		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 gas/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, vacuuming 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

1214 - G

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

SITE AND BLDG #:

P 062-01

MECHANIC
SIGNATURE:

G. L. A. Aul

DATE:

12/18/12

LOCATION/RM #:

Boiler
Room

WO#

6652

ASSET #

4292

START TIME:

8:30AM

FINISH TIME:

9:00AM

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	For gas/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, vacuuming 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.	✓		

N/A
N/A

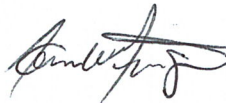
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

UR-4

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

SITE AND BLDG #:

P 067-01

MECHANIC
SIGNATURE:

DATE: 12/15/12

LOCATION/RM #: 1100

WO# 6652

ASSET # 4300

START TIME: 1130

FINISH TIME: 1200

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 gas/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, vacuuming 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.		/	

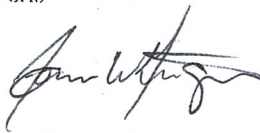
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WF - 2

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

SITE AND BLDG #:

Pr 067-01

MECHANIC
SIGNATURE:


DATE: 12/18/15

LOCATION/RM #:

1st floor

WO# 6652

ASSET # 4301

START TIME:

900

FINISH TIME:

915

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	For gas/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, vacuuming 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.		/	

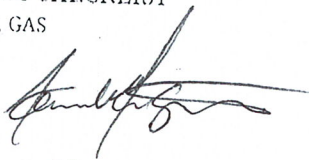
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For

WF - 3

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

SITE AND BLDG #:

Pr 067-01

MECHANIC
SIGNATURE:


DATE:

12/18/19

LOCATION/RM #:

Resr

WO#

6652

ASSET #

4302

START TIME:

1000

FINISH TIME:

1015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 gas/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, vacuuming 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 therm 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 - 8

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

SITE AND BLDG #:

Pr 067-01

MECHANIC
SIGNATURE:

Gail A. L. L.

DATE:

12/15/18

LOCATION/RM #: Mens
2nd Floor

WO# 6652

ASSET # 4304

START TIME:

10:15

FINISH TIME:

10:45 AM

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	For gas/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, vacuuming 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.	✓		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

WP - 4

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

SITE AND BLDG #:

Pa 067 21

MECHANIC

SIGNATURE:

Gina A. L...

DATE:

12/18/18

LOCATION/RM #:

W0651

WO# 6652

ASSET #

4305

START TIME:

10:45AM

FINISH TIME:

11:15AM

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	For gas/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, vacuuming 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.	✓		N/A
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.	✓		N/A
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 #: vacant 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. /

ote: 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: HVAC Technician

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #: PA 067-01

MECHANIC
SIGNATURE: 

DATE: 12/18/15

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

START TIME: 830

FINISH TIME: 845

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

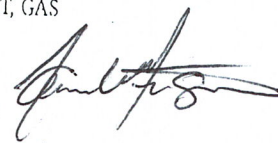
2 pc

Unit 1 + Unit 2

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

SITE AND BLDG #:

Pa 087-0,

MECHANIC
SIGNATURE:


DATE:

12/18/16

LOCATION/RM #:

Cages

WO#

6652

ASSET #

4589

START TIME:

1015

FINISH TIME:

1030

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	For gas/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, vacuuming 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

GUT

1, 2, 3, 4, 5