

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: PR 171

Date of Visit: 12/12/18

Contractor Personnel on Site:

1. Tony Larmer
2. Jim Goertzen
3. Scott Werry

4. Frank Sapienza
5. _____
6. _____

Work Performed:

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

1. 6531
2. 6609
3. 6654
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry Date: 12/12/18

Signed: Scott Werry

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: LOVE McHUGH Date: 12-12-18

Signed: LOVE McHUGH

E-Mail:

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

FacID/Building: PA 121-01 Date of Visit: 12/12/18

Contractor Personnel on Site:

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

Work Performed:

Other Recurring Services

1. <u>6468</u>
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry Date: 12/12/18
Signed: Scott Werry

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: JANE MCHUGG Date: 12-13-18
Signed: JANE MCHUGG N610
E-Mail: jane.mchugg@pa.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #:

PA (71-0)

LOCATION/RM #:

118 WO# 6654 ASSET # 4624

MECHANIC
SIGNATURE:

START TIME:

130

DATE:

12/12/18

FINISH TIME:

145

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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.	/		
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.	/		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	/		
3	Clean the coil with vacuum cleaner.		N/A	
4	Comb the fins as needed.		N/A	
5	Clean all fans and motors.		N/A	
6	Check operation of controls and safeties.	/	N/A	
7	Lubricate as required.		N/A	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.		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 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:

Radiant

Piping

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

SITE AND BLDG #: *Pr 171*MECHANIC
SIGNATURE: *John S. Kelly*DATE: *12/12/18*LOCATION/RM #: *11C* WO# *6654* ASSET # *4184*START TIME: *11:00*FINISH TIME: *11:30*

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	✓		<i>N/A</i>
	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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #:

Pr 171-01

LOCATION/RM #:

113

WO# 6654 ASSET # 4189

MECHANIC
SIGNATURE:

START TIME:

DATE: 12-12-18

FINISH TIME: 1130

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

Unit - 5

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

SITE AND BLDG #: P 171-01

MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #: 118 WO# 6689 ASSET # 4231

START TIME:

Fentz, S
1100

FINISH TIME:

12/13/18
1200

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	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	4. Clean dirt from heater, vaccuming is preferred.	/		
3	5. Check operation of gas valve.	/		
4	6. Check for gas leaks.	/		
5	7. Check operation of thermostat.	/		
6	8. If applicable, replace primary air intake filter.	/		
7	9. As needed, clean spark electrode and reset gap, replace if necessary.	/		
8	10. Inspect flue pipe and connections.	/		
9	11. If applicable, inspect and clean outside air blower and blower intake.	/		
10	12. Inspect unit for proper operation.	/		
11	13. 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

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

SITE AND BLDG #: Pe 171

MECHANIC
SIGNATURE: *John G*

DATE: 12/13/18

LOCATION/RM #: 118 WO# 6654 ASSET # 4232

START TIME: 1100

FINISH TIME: 1700

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.
- 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

BAD IGNITION

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

SITE AND BLDG #: *Ra 171 - 0*LOCATION/RM #: *118* WO# *6684* ASSET # *424C*MECHANIC
SIGNATURE:

START TIME:

Geno
1108

DATE:

FINISH TIME: *12/13/18* *1200*

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	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.	/	
	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

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

SITE AND BLDG #: *Pa 01 - 01*MECHANIC
SIGNATURE: *John G. Johnson*DATE: *12/13/18*LOCATION/RM #: *118* WO# *6684* ASSET # *4247*START TIME: *1100*FINISH TIME: *1200*

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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: PR 171 - 0,

LOCATION/RM #: 112/114 WO# 6654 ASSET # 4493

MECHANIC
SIGNATURE:

START TIME:



DATE: 12/13/18

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.
- 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

*Unit 112 was locked out.
 Unit in 114 was turned off. Blower
 runs no heat. Unit is sealed.*