

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

FACID/Building: WV 041

Date of Visit: 12/26/18

Contractor Personnel on Site:

1. Tony Garza
2. Sam Geertman
3. Jeff Berry

4. Kurt Sapienza
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 6571
2. 6706
3. 6613
4. 6700

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertman

Date: 12-26-18

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: SSG JUN DANIEL

Date: \_\_\_\_\_

Signed: [Signature]

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

FACID/Building: WU041-02

Date of Visit: 12/26/18

Contractor Personnel on Site:

1. Tony Luzzo
2. Jim Geerlings
3. Scott Werny

4. Frank Spera
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 6503
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geerlings

Date: 12-26-18

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: SSG JUN Daniel

Date: \_\_\_\_\_

Signed: [Signature]

E-Mail: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, ELECTRIC

SITE AND BLDG #:

WV 041-02

MECHANIC  
SIGNATURE:


DATE:

12/22/18

LOCATION/RM #:

AMS

WO# 6700

ASSET # 4194

START TIME:

11:50 AM

FINISH TIME:

11:50 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 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

1 Pc

\* NO ACCESS

No one has keys to office



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

SITE AND BLDG #: WV 041-02

MECHANIC

SIGNATURE: *Frank L. Lohr*

DATE: 12/26/12

LOCATION/RM #: OM1

WO# 6700

ASSET # 4227

START TIME: 11:50AM

FINISH TIME: 11:50AM

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

1 R

UNIT DOES NOT EXIST

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

SITE AND BLDG #: *WJ 041 -02*

MECHANIC SIGNATURE: *Paul A. [Signature]*

DATE: *12/26/18*

LOCATION/RM #: *gms* WO# *620*

ASSET # *4587*

START TIME: *11:50AM*

FINISH TIME: *12:50PM*

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 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

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*