

ATTACHMENT J-0200000-05  
FORMS

CERTIFICATION OF WORK

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

FACID/Building: WV053

Date of Visit: 12/26/18

Contractor Personnel on Site:

1. <u>Tony Green</u>	4. <u>Randy Sappier</u>
2. <u>Jim Geeffgens</u>	5. _____
3. <u>Scott Werry</u>	6. _____

Work Performed:

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

1. <u>6558</u>	<u>6585</u>
2. <u>6576</u>	<u>6659</u>
3. <u>6634</u>	<u>6688</u>
4. <u>6560</u>	<u>6559</u>

CERTIFICATION OF WORK

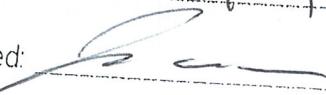
To be signed by the Contractor:

Print Name: Jim Geeffgens  
Signed: 

Date: 12-26-18

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: Mark Jason SSG  
Signed: 

Date:

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

FacID/Building: WV 053 Date of Visit: 12/26/18

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertges
3. Scott Harry
4. JK Parkle Supervisor
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 646Y
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertges Date: 12-26-18  
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: Mage, Jason SSG Date:  
Signed: R

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU053-01

LOCATION/RM #:

WO# 6634

ASSET # 388v

MECHANIC  
SIGNATURE:  


DATE: 12/26/18

START TIME:

FINISH TIME:

NOTES/ ACTIONS  
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

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.			
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.			

K00-046CMI Management Inc.

- 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.

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:

152 PK

Not Here

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**AIR CURTAIN**

SITE AND BLDG #: WU053-aLOCATION/RM #: Kitchen WO# 6634ASSET # 3958MECHANIC  
SIGNATURE: DATE: 12/26/18START TIME: 1030FINISH TIME: 1040

CHECK POINT	CHECK POINT 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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Disconnect the power to the unit.	/		
2	Remove the intake grille by removing all screws around the edges.	/		
3	Vacuum and wash (if necessary) to remove the buildup of dirt and debris.	/		
4	If necessary, lubricate the motors.	/		
5	Reinstall the cover and intake grille.	/		
6	Verify proper operation of unit. Make and/or recommend any 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 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:

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

SITE AND BLDG #: *WV 053 -01*MECHANIC  
SIGNATURE: *Janet*DATE: *12/26/15*LOCATION/RM #: *155* WO# *6634* ASSET # *4169*START TIME: *945*FINISH TIME: *1000*

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, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: WU 053-01

LOCATION/RM #: Supply WO# 6634 ASSET # 425

MECHANIC  
SIGNATURE: 

DATE: 12/26/18

START TIME: 1110

FINISH TIME: 1115

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	/	/	NP
	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

Unit 1

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**UNIT HEATER, HOT WATER**

SITE AND BLDG #: WU053 -01

LOCATION/RM #: 155 WO# 6634 ASSET # 4444

MECHANIC  
SIGNATURE: *Paul J. Higgin*

DATE: 12/26/18

START TIME: 1015

FINISH TIME: 1025

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check valve for full stroke operation in both directions, if applicable.		/	not hot water
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	/		
3	Clean the coil with vacuum cleaner.	/		
4	Comb the fins as needed.	/		
5	Clean all fans and motors.	/		
6	Check operation of controls and safeties.	/		
7	Lubricate as required.	/		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	/		

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:

*Not Hot water*  
*Both Boilers Down*

WU - 1C

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
UNIT HEATER, ELECTRIC

SITE AND BLDG #: WU 053 - 0

LOCATION/RM #: 138  
140

WO# 6634

ASSET # 4496

MECHANIC  
SIGNATURE: *Tom Dalt*

DATE: 12/26/18

START TIME: 10:15AM

FINISH TIME: 11:00AM

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	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

2 fc

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

600 ORB - 01

LOCATION/RM #:

Hallway WO# 6634

ASSET # 48SC

MECHANIC  
SIGNATURE:  


DATE: 12/26/18

START TIME: 1115

FINISH TIME: 1145

NOTES/ ACTIONS  
(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		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.	/	/	
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.	/	/	
14	Use fin comb to straighten coil fins as needed.	/	/	
15	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	/	/	N/A
16	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	/	/	
17	Vacuum interior of unit.	/	/	
18	Check filter door for proper gasketing and air leaks. Correct as necessary.	/	/	
19	Change the filter as needed with the correct size and type filter.	/	/	
20	Insure that drain(s) are clear and running.	/	/	
21	Clean up work area.	/	/	
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:				
T R				
no hot water Both Boilers Down				