

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

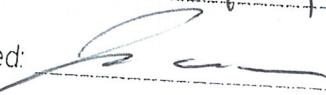
To be signed by the Contractor:

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 Lazzus
2. Jim Geertges
3. Scott Harry
4. JKrankle Super 22
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
UNIT HEATER, ELECTRIC

SITE AND BLDG #: WU 083-02

LOCATION/RM #: Electric WO# 6659

ASSET # 4001

MECHANIC
SIGNATURE:
Amitha

DATE: 12/20/14

FINISH TIME: 900

START 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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WU 053 -02LOCATION/RM #: 1005 WO# 6659 ASSET # 4476MECHANIC
SIGNATURE: DATE: 12/26/18START TIME: 845FINISH TIME: 900

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETED 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.	/		
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.		/A /P	

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, HOT WATER

SITE AND BLDG #: WU 053 -02

LOCATION/RM #: Electric WO# 6659 ASSET # 4533

MECHANIC
SIGNATURE: *General Worker*

DATE: 12/26/16

START TIME: 900

FINISH TIME: 920

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.		/	
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.	/		
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.	/	NP	

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:

2 pc

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: 600 053-02

LOCATION/RM #: 214 WO# 6659 ASSET # 4538

MECHANIC
SIGNATURE: DATE: 12-26-18
FINISH TIME: 935

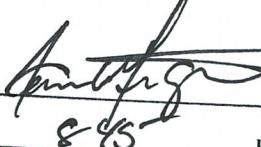
START TIME: 920

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.	/		
4	Comb the fins as needed.	/		
5	Clean all fans and motors.	/		
6	Check operation of controls and safeties.	/		
7	Lubricate as required.	/	NP	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WV053-02LOCATION/RM #: 208 WO# 6689 ASSET # 4537MECHANIC
SIGNATURE: DATE: 12/26/18START TIME: 8:45FINISH TIME: 9:15

CHECK ROUTINE	CHECKPOINT/DESCRIPTION	TASK COMPLETION YES <input type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (IF TASK COMPLETE, USE CHECKED BOX. PROVIDE EXPLANATION)
			1	2	
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.		/		
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:

2 - PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: WU 053-02LOCATION/RM #: 213, 218 WO# 6659 ASSET # 4541MECHANIC
SIGNATURE: DATE: 2/26/15START TIME: 9:57FINISH TIME: 9:30

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.	/		
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.	/		
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:

2 pc

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

SITE AND BLDG #: 600053-62

LOCATION/RM #: OMS WO# 6619 ASSET # 4581

MECHANIC
SIGNATURE:

DATE:

START TIME:

945

FINISH TIME:

1015

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED 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	4. Clean dirt from heater, vaccuming is preferred.	/		
8	5. Check operation of gas valve.	/		
9	6. Check for gas leaks.	/		
10	7. Check operation of thermostat.	/		
11	8. If applicable, replace primary air intake filter.	/		
	9. As needed, clean spark electrode and reset gap, replace if necessary.	/		NP
	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

4

PC

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

SITE AND BLDG #: WU053-02

LOCATION/RM #: 0m5 WO# 6658 ASSET # 4583

MECHANIC
SIGNATURE:

DATE: 12/26/18

START TIME:

915

FINISH TIME:

945

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	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.	/	IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION
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	4. Clean dirt from heater, vacuuming is preferred.	/	
8	5. Check operation of gas valve.	/	
9	6. Check for gas leaks.	/	
10	7. Check operation of thermostat.	/	
11	8. If applicable, replace primary air intake filter.	/	
	9. As needed, clean spark electrode and reset gap, replace if necessary.	/	NP
	10. Inspect flue pipe and connections.	/	NP
	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

4 PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TANKS, WATER STORAGE

SITE AND BLDG #: WU 053-03LOCATION/RM #: WO# 6559 ASSET # 5007MECHANIC
SIGNATURE: DATE: 12/26/18

START TIME:

FINISH TIME:

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	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	Examine exterior of tank including fittings, manholes, and handholes for leaks, signs of corrosion, and correct as indicated.			
2	Inspect structural supports and repair or replace damaged insulation or covering. If insulation contains asbestos and is damaged or eroded, it is considered a hazardous waste.			
3	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.			
4	Clean up work site.			

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:

no key available