

CERTIFICATION OF WORK

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

FACID/Building: PA 050

Date of Visit: 6/11/19

Contractor Personnel on Site:

1. Tony Carpus
2. Jim Gertgen
3. Scott Werry

4. _____
5. _____
6. _____

Work Performed:

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

1. 9153 9484
2. 9251
3. 9381
4. 9146

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Gertgen

Date: 6-11-19

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: Steve Dams

Date: 20190611

Signed: [Signature]

E-Mail:

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

FACID/Building: PA 050

Date of Visit: 6/11/19

Contractor Personnel on Site:

- | | | | | |
|----|-------|---------|----|--|
| 1. | Tony | CAZARAS | 4. | |
| 2. | Jim | Centgen | 5. | |
| 3. | Scott | Werry | 6. | |

Work Performed:

Other Recurring Services

- | | | |
|----|------|--|
| 1. | 9235 | |
| 2. | | |
| 3. | | |
| 4. | | |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geccegen

Date: 6-11-19

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: Steven Davis

Date: 20190611

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 050-01

MECHANIC
SIGNATURE:


DATE:

6/11/19

LOCATION/RM #:

103

WO#

9381

ASSET #

4016

START TIME:

800

FINISH TIME:

810

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.	-	NA	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	-	NA	
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.	-	-	
1	Use fin comb to straighten coil fins as needed.	-	NA	

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:

BC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PP 080-01

LOCATION/RM #:

104

WO#

9381

ASSET #

4011

MECHANIC

SIGNATURE:



DATE:

6/11/19

START TIME:

810

FINISH TIME:

815

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.	—	—	N/A
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	—	—	N/A
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.	—	—	N/A

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To be performed by: General Maintenance Worker

Additional Notes:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 000 - C1

LOCATION/RM #:

105

WO#

9381

ASSET #

4012

MECHANIC
SIGNATURE:


DATE:

6/11/19

START TIME:

815

FINISH TIME:

820

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.			

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- 16 Change the filter as needed with the correct size and type filter.
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To be performed by: General Maintenance Worker

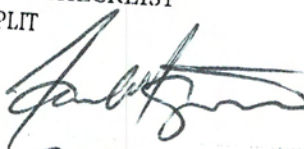
Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 050-01

MECHANIC
SIGNATURE:


DATE:

6/11/19

LOCATION/RM #:

112

WO#

9381

ASSET # 4013

START TIME:

820

FINISH TIME:

825

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.	-	-	NA
7	Lubricate mechanical connections of dampers sparingly as applicable.	-	-	NA
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.	-	-	NA

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Additional Notes:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pa 06-01

LOCATION/RM #:

113

WO#

9301

ASSET #

4014

MECHANIC
SIGNATURE:


DATE:

6/11/19

START TIME:

825

FINISH TIME:

830

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.	-	-	
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To be performed by: General Maintenance Worker

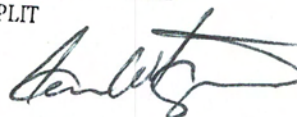
Additional Notes:

BIC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 050 - 01

MECHANIC
SIGNATURE:


DATE:

2/9/11

LOCATION/RM #:

114

WO#

9381

ASSET #

4015

START TIME:

830

FINISH TIME:

840

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	-	-	NA
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10	Check coils for leaking, tightness of fittings.	-	-	
11	Use fin comb to straighten coil fins as needed.	-	-	NA

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To be performed by: General Maintenance Worker

Additional Notes:

BK

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 050-01

LOCATION/RM #:

116

WO#

9381

ASSET #

4016

MECHANIC
SIGNATURE:


DATE:

6/11/19

START TIME:

840

FINISH TIME:

845

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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K00-046CMI Management Inc.

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To be performed by: General Maintenance Worker

Additional Notes:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

PA 050 - 01

MECHANIC

SIGNATURE:



DATE:

6/11/18

LOCATION/RM #:

117

WO#

9381

ASSET #

9017

START TIME:

845

FINISH TIME:

855

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.			
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5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.			NA
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K00-046CMI Management Inc.

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