

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: WU 043

Date of Visit: 3/22/19

Contractor Personnel on Site:

1. Tom Graziano
2. Scott Wesley
3. _____

4. _____
5. _____
6. _____

Work Performed:

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

1. 7699
2. 7953
3. 7856
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tom Graziano Date: 3/22/19
Signed: Tom Graziano

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: MacDonald Trevor SGT Date: 20190322
Signed: Trevor MacDonald

E-Mail: trevor.macdonald@usajobs.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV 043-02

LOCATION/RM #: 21

WO# 7953

ASSET # 5079

MECHANIC
SIGNATURE: *Scott D. Dwyer*

DATE: 3/22/19

START TIME: 9:45

FINISH TIME 10:00

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
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.	✓	
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.	✓	N/A
19	Change the filter as needed with the correct size and type filter.	✓	WASHED
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU 043-01

LOCATION/RM #: 2 WO# 7953

ASSET # 5880

MECHANIC
SIGNATURE: *John D. Dwyer*

DATE: 3/22/18

START TIME: 10:00

FINISH TIME: 10:15

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

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS
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. Lubricate mechanical connections of dampers sparingly as applicable.	✓		N/A
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		N/A
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
9	Check coils for leaking, tightness of fittings.	✓		
10	Use fin comb to straighten coil fins as needed.	✓		

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12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	N/A
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.	✓	

WASHED

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU043-01

LOCATION/RM #: 3

WO# 7953

ASSET # 508

MECHANIC
SIGNATURE: *Mark D. Morris*

DATE: 3/22/18

FINISH TIME: 10:30

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, 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. Lubricate mechanical connections of dampers sparingly as applicable.	✓		
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		N/A
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		N/A
9	Check coils for leaking, tightness of fittings.	✓		
10	Use fin comb to straighten coil fins as needed.	✓		

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12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	N/A
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU 003 - 01

LOCATION/RM #: 15

WO# 7853

ASSET # 5082

MECHANIC
SIGNATURE: *Mark D. Brown*

DATE: 3/22/19

START TIME: 10:30

FINISH TIME: 10:45

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	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. Lubricate mechanical connections of dampers sparingly as applicable.	✓	
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓	N/A
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓	N/A
9	Check coils for leaking, tightness of fittings.	✓	
10	Use fin comb to straighten coil fins as needed.	✓	
11		✓	
12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	N/A
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.	✓	

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Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WV 043-01

LOCATION/RM #:

14

WO# 2853

ASSET # 5083

MECHANIC
SIGNATURE:
Scott M. Bandy

DATE:

3/22/19

START TIME: 10:45

FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
			OF 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	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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12	Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.	✓	N/A
13	Check rigid couplings for alignment on direct drives, and for tightness of assembly.	✓	N/A
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:

No Remote

Unit will not work

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU 043-a

LOCATION/RM #:

WU 043-01

LOCATION/RM #:

6

WO# 7903

ASSET # 5084

MECHANIC
SIGNATURE

START TIME: 11:00

DATE:

3 (20) 18

FINISH TIME: 11:15

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: WU 043-01

LOCATION/RM #: 13 WO# 7953

ASSET # 5085

MECHANIC
SIGNATURE: *Mark Bruegg*

START TIME: 11:15

DATE: 3/22/19

FINISH TIME: 11:30

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, 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. Lubricate mechanical connections of dampers sparingly as applicable.			N/A N/A
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	✓		
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	✓		
9	Check coils for leaking, tightness of fittings.	✓		
10	Use fin comb to straighten coil fins as needed.	✓		

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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.

N/A
N/A

WASHED

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Additional Notes: