

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: WV 043

Date of Visit: 5/21/19

Contractor Personnel on Site:

1. Tony Lopez
2. Jim Beertjes
3. Scott Warr

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 8646

2. 8798

3. \_\_\_\_\_

4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: J. A. Geccegenus

Date: 5-21-19

Signed: \_\_\_\_\_

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: SSA Socco, Steve

Date: 20190521

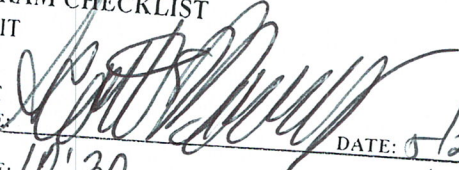
Signed: Steve S. Socco

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043 - 1

LOCATION/RM #: 0211 WO# 8751

ASSET # 3314

MECHANIC  
SIGNATURE: 

DATE: 5/21/18

START TIME: 10:30

FINISH TIME: 10:45

| ITEM NO.  | DESCRIPTION  | BASIC CHECKS |     | NOTES/ACTIONS |
|---|--|--------------|-----|---------------|
|   |  | YES          | NO  |               |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |              |     |               |
|   | 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. |              |     |               |
|   | Schedule outage of unit with personnel in area the unit serves.  | ✓            | ✓   |               |
|   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      | ✓            | ✓   |               |
|   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.  | ✓            |     |               |
| <b>TO BE PERFORMED BY HVAC INSPECTION SERVICE</b> |  |              |     |               |
| 1   | Remove debris from air screen and clean underneath unit.   | ✓            |     |               |
| 2   | Wash coil with coil cleaning solution - Rinse Thoroughly   | ✓            |     |               |
| 3   | Straighten fin tubes with fin comb, as needed.   | ✓            |     |               |
| 4   | Check electrical connections for tightness.  | ✓            | N/A | NO RINSE      |
| 5   | Check mounting base for tightness.   | ✓            | N/A |               |
| 6   | Inspect fans for bent blades, unbalance, excessive noise and vibrations.   | ✓            | N/A |               |
| 7   | Inspect all piping for leaks and tighten loose connections.  | ✓            |     |               |
| 8   | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.  | ✓            |     |               |
| 9   | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.  | ✓            |     |               |
| 10  | Inspect unit for overall condition and recommend for replacement or other needed repairs.  | ✓            |     |               |
| 11  | 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 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: HVAC Technician

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WU 043-01

LOCATION/RM # 078-2 WO# 878r

ASSET # 3315

MECHANIC  
SIGNATURE: 

DATE: 5-12-18

START TIME: 10:45

FINISH TIME: 11:00

| CHECK<br>NO.  | DESCRIPTION   | COMPLETION |     | NOTES/REMARKS |
|---|---|------------|-----|---------------|
|   |   | YES        | NO  |               |
| <p>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.</p> |   |            |     |               |
|   | Schedule outage of unit with personnel in area the unit serves.   | ✓          | ✓   |               |
|   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓          | ✓   |               |
|   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | ✓          |     |               |
| <p>TO BE PERFORMED BY: HVAC INSPECTION SERVICE</p>  |   |            |     |               |
| 1   | Remove debris from air screen and clean underneath unit.  | ✓          |     |               |
| 2   | Wash coil with coil cleaning solution - Rinse Thoroughly  | ✓          |     |               |
| 3   | Straighten fin tubes with fin comb, as needed.  | ✓          |     |               |
| 4   | Check electrical connections for tightness.   | ✓          | N/A | NO RINSE      |
| 5   | Check mounting base for tightness.  | ✓          | N/A |               |
| 6   | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | ✓          |     |               |
| 7   | Inspect all piping for leaks and tighten loose connections.   | ✓          |     |               |
| 8   | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.   | ✓          |     |               |
| 9   | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.   | ✓          |     |               |
| 10  | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | ✓          |     |               |
| 11  | 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 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: HVAC Technician

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043-01

LOCATION/RM #: 0030

WO# 8791

ASSET # 3316

MECHANIC  
SIGNATURE: *[Signature]*

DATE: 5/21/19

START TIME: 11:00

FINISH TIME: 11:15

| CHECK NO.   | DESCRIPTION   | COMPLETION |     | NOTES/REMARKS |
|---|---|------------|-----|---------------|
|   |   | YES        | NO  |               |
| <p>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.</p> |   |            |     |               |
|   | Schedule outage of unit with personnel in area the unit serves.   | ✓          | ✓   |               |
|   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓          | ✓   |               |
|   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | ✓          |     |               |
| ROBOTICALLY FORMED DATA COLLECTION SERVICE  |   |            |     |               |
| 1   | Remove debris from air screen and clean underneath unit.  | ✓          |     |               |
| 2   | Wash coil with coil cleaning solution - Rinse Thoroughly  | ✓          |     |               |
| 3   | Straighten fin tubes with fin comb, as needed.  | ✓          |     |               |
| 4   | Check electrical connections for tightness.   | ✓          | N/A | No Rinse      |
| 5   | Check mounting base for tightness.  | ✓          |     |               |
| 6   | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | ✓          | N/A |               |
| 7   | Inspect all piping for leaks and tighten loose connections.   | ✓          |     |               |
| 8   | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.   | ✓          |     |               |
| 9   | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.   | ✓          |     |               |
| 10  | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | ✓          |     |               |
| 11  | 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 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: HVAC Technician


Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043-01

LOCATION/RM #: 2150 WO# 879r

ASSET # 3317

MECHANIC  
SIGNATURE: 

DATE: 5/21/12

START TIME: 11:15

FINISH TIME: 11:30

| CHECK NO.   | DESCRIPTION   | COMPLIANCE                          |                                     | NOTES/REMARKS |
|---|---|-------------------------------------|-------------------------------------|---------------|
|   |   | YES                                 | NO                                  |               |
| <p>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.</p> |   |                                     |                                     |               |
|   | Schedule outage of unit with personnel in area the unit serves.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
|   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
|   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| <p>TO BE PERFORMED DURING INSPECTION SERVICE</p>  |   |                                     |                                     |               |
| 1   | Remove debris from air screen and clean underneath unit.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 2   | Wash coil with coil cleaning solution - Rinse Thoroughly  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 3   | Straighten fin tubes with fin comb, as needed.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 4   | Check electrical connections for tightness.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 5   | Check mounting base for tightness.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 6   | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 7   | Inspect all piping for leaks and tighten loose connections.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 8   | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 9   | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 10  | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 11  | Clean up work area.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |

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: HVAC Technician

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043 - 01LOCATION/RM # OUTSIDE WO# 878ASSET # 3318MECHANIC  
SIGNATURE: DATE: 5/21/18START TIME: 11:30FINISH TIME: 11:45

| ITEM NO.   | CHECK/DESCRIPTION   | BASIC COMPLIANCE                    |                                     | NOTES/ACTIONS |
|--|---|-------------------------------------|-------------------------------------|---------------|
|  |   | YES                                 | NO                                  |               |
| <p><b>SPECIAL INSTRUCTIONS</b></p> <p>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.</p> |   |                                     |                                     |               |
|  | Schedule outage of unit with personnel in area the unit serves.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
|  | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
|  | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| <p><b>TO BE PERFORMED BY: FACILITY INSPECTION SERVICE</b></p>  |   |                                     |                                     |               |
| 1  | Remove debris from air screen and clean underneath unit.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 2  | Wash coil with coil cleaning solution - Rinse Thoroughly  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 3  | Straighten fin tubes with fin comb, as needed.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 4  | Check electrical connections for tightness.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 5  | Check mounting base for tightness.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 6  | Inspect fans for bent blades, unbalance, excessive noise and vibrations.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 7  | Inspect all piping for leaks and tighten loose connections.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 8  | Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 9  | Check supply air temperature to ensure unit is operating properly. If possible record room temperature.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 10   | Inspect unit for overall condition and recommend for replacement or other needed repairs.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |
| 11   | Clean up work area.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |               |

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: HVAC Technician

Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OUTDOOR CONDENSING UNIT

SITE AND BLDG #: WV 043 - 01LOCATION/RM #: Outside WO# 8785ASSET # 3319MECHANIC  
SIGNATURE: [Signature]DATE: 5/21/18START TIME: 11:45FINISH TIME: 12:00

| ITEM NO.  | DESCRIPTION   | COMPLETION DATE                     |                                     | REMARKS |
|---|---|-------------------------------------|-------------------------------------|---------|
|   |   | YES                                 | NO                                  |         |
| <p>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.</p> |   |                                     |                                     |         |
|   | Schedule outage of unit with personnel in area the unit serves.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         |
|   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         |
|   | If disposal of the equipment is required, follow regulations concerning removal of refrigerants and disposal of the unit.                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         |
| <p>1. Remove debris from air screen and clean underneath unit.</p>  |   |                                     |                                     |         |
| <p>2. Wash coil with coil cleaning solution - Rinse Thoroughly</p>  |   |                                     |                                     |         |
| <p>3. Straighten fin tubes with fin comb, as needed.</p>  |   |                                     |                                     |         |
| <p>4. Check electrical connections for tightness.</p>   |   |                                     |                                     |         |
| <p>5. Check mounting base for tightness.</p>  |   |                                     |                                     |         |
| <p>6. Inspect fans for bent blades, unbalance, excessive noise and vibrations.</p>  |   |                                     |                                     |         |
| <p>7. Inspect all piping for leaks and tighten loose connections.</p>   |   |                                     |                                     |         |
| <p>8. Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary.</p>   |   |                                     |                                     |         |
| <p>9. Check supply air temperature to ensure unit is operating properly. If possible record room temperature.</p>   |   |                                     |                                     |         |
| <p>10. Inspect unit for overall condition and recommend for replacement or other needed repairs.</p>  |   |                                     |                                     |         |
| <p>11. Clean up work area.</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: HVAC Technician

Additional Notes: