

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA701-01-02 Date of Visit: 2/11/2021

Contractor Personnel on Site:

| | |
|--------------------------|----------|
| 1. <u>Richard Walker</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 2/11/2021
Signed: Richard Walker

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: Terry Casey Date: 2/11/2021
Signed: Terry Casey

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: VA 701-01
 LOCATION/RM #: 131, 108 WO# B258 ASSET # 39118, 39119

MECHANIC
 SIGNATURE: *Paul Weller* DATE: 2 09.2021
 START TIME: 8am FINISH TIME: 5PM

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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 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. | ✓ | | no Belts |
| 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 and associated T-Stat | ✓ | | |
| 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 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
FAN COIL UNIT

SITE AND BLDG #: VA 701-01

RM# 110 13201, 34109,
 LOCATION/RM #: RM# 160 WO# 13258 ASSET # 34110

MECHANIC
 SIGNATURE: *Richard Walker*

DATE: 2.09.2021

START TIME: 8am FINISH TIME: 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check fan blades for dust buildup and clean if necessary. | ✓ | | |
| 2 | 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. | ✓ | | |
| 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 CM. | ✓ | | |
| 9 | Clean coils by brushing, blowing, vacuuming | ✓ | | |
| 10 | Check coils for leaking, tightness of fittings. | ✓ | | |
| 11 | Use fin comb to straighten coil fins as needed. | ✓ | | |
| 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 needed. | ✓ | | |
| 16 | Change the filter as needed with the correct size and type filter. | ✓ | | Filter gets checked Quarterly <i>(washable) above doors</i> |
| 17 | Insure that drain(s) are clear and running. - Install condensate tablet | ✓ | | |
| 18 | Clean up work area. - Record Humidity level in area | ✓ | | Humidity 32 % |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: VA 701-01
LOCATION/RM #: WO# 13258 ASSET #
 RM's # 130, 133,
 133A, 110, 109
 34/11-34/17

MECHANIC SIGNATURE: Richard Walker **DATE:** 2.09.2021
START TIME: 8am **FINISH TIME:** 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Schedule shutdown with operating personnel. | ✓ | | |
| 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 | Check valve for signs of abnormal wear and leaks. Replace packing if needed. | ✓ | | |
| 2 | Clean the coils | ✓ | | |
| 3 | Comb the fins as needed. | ✓ | | |
| 4 | Clean all fans and motors. | ✓ | | |
| 5 | Check operation of controls and safeties. | ✓ | | |
| 6 | Lubricate as required. | ✓ | | |
| 7 | Check all motors, belts, pulleys, shafts, etc. for alignment. | ✓ | | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: VA 701-01MECHANIC
SIGNATURE: Richard WalkerDATE: 2.09.2021LOCATION/RM #: 131 WO# 13258 ASSET # 39108START TIME: 8am FINISH TIME: 5pm

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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 | Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up. | ✓ | | |
| 2 | Check physical connections. Check wiring connections for tightness | ✓ | | |
| 3 | Verify the timeclock configuration, ensure proper operation. | ✓ | | |
| 4 | If applicable, check battery and replace as needed. | ✓ | | |

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: