

## CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MD 20878 Date of Visit: 4/24/19

Contractor Personnel on Site:

1. David G Holian 2. Patrick Donovan

### Work Performed:

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

1. 8265 + 8266

### Service Calls – Service Call Number and Description

1. CSS# check code on valve door
2. CSS# check on Camera System on Building #2
3. CSS# check on Camera System on Building #1

*they need to check on computer camera server*

@ Building Mgr. Request CERTIFICATION OF WORK

*Alarm Not Tested Due To Change of Command Ceremony*

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 4/24/19

Signed: Patrick Donovan

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: Patrick Donovan Date: 4/24/19

Signed: Patrick Donovan

E-Mail: Patrick.Donovan@GSA.gov

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CCTV CAMERA/SECURITY MONITOR**

SITE AND BLDG #: Gaithersburg MD 2013

LOCATION/RM #: Bldg #2 WO# 8266 ASSET # 1184

MECHANIC SIGNATURE: J. B. L.

DATE: 4/24/19

START TIME: 9:45

FINISH TIME: 10:15

CHECK POINT	CHECK POINT DESCRIPTION	SYSTEM COMPONENT		NOTIFICATION	
		TEST	NO	TEST	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.				
3	Follow lock out/tag out procedures at all times. Dc-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
<b>JOB PERFORMED BY CONNECTION SERVICE</b>					
1	For the system's camera and housing, verify the following: - Camera/lens focus is adjusted properly. - Camera field of view is adjusted to customer's requirements. - Camera lens is dust free. - Interior of camera enclosure is clean and dry. - Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations.				
2	For the system's wiring and cables, verify the following: - Check wiring and cable harnesses for wear and fray. - Check to make sure cable is dressed properly. - Check connectors and cable entry points for loose wiring. - Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling. - Make sure all coaxial connectors are insulated from conduit and pull boxes.				
<i>Good</i>					

CHECK POINT	CHECK LIST DESCRIPTION	EQUIPMENT		THE ACTIONS FOR CORRECTION
		NO	YES	
3	<p>For the system's control equipment, verify the following:</p> <ul style="list-style-type: none"> <li>- Monitors are free from picture burn-in and distortion.</li> <li>- Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational.</li> <li>- Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.</li> <li>- Check all coaxial connectors on the back panels for loose connections.</li> <li>- Check all power connections to ensure AC plugs are not loose.</li> </ul>			✓ <i>Open</i>

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**  
**SECURITY SYSTEM**

MECHANIC  
 SIGNATURE:   
 DATE: 4/24/19

**SITE AND BLDG #:** Gaithersburg MD 2013  
**LOCATION/RM #:** 3rd flr   **WO#** 8266   **ASSET #** 1183

**START TIME:** 9:30   **FINISH TIME:** 9:45

Task	Completed	Notes
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.	✓	
1 Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.	✓	done
2 Inspect and test the operation of all detection devices	✓	done
3 Check power supplies	✓	done
4 Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓	done/good
5 Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits	✓	done

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**To be performed by:** General Maintenance Worker

**Additional Notes:**