

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA166-01 Date of Visit: 7-23-19

Contractor Personnel on Site:

- | | |
|----------------------------|----------|
| 1. <u>Anthony Friedman</u> | 3. _____ |
| 2. <u>Michael Taylor</u> | 4. _____ |

Work Performed:

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

1. WD 9696-PM-AN-5535A
2. Assess 6421-Motion Qm216, 6422 Motion 217,
3. 6423 Motion 307B, 6432 Key Pad 136C, 6441 Security 193
4. 6442 Security 142, 6443 Security 215, 6444 Security 215
5. 6445 Security 307B, 6517 Motion 133A, 6518 Motion 142
6394 Camera 010, 6396 Camera 121, 6397 Camera 150X, 6470 Camera
6512 Camera

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Anthony Friedman Date: 7-23-19

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: ZHANG, EDDIE SR/E-4 Date: 23072019

Signed: 

E-Mail: eddie_zhang.mil@mail-mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **SECURITY SYSTEM (ARMS ROOM ONLY)**

SITE AND BLDG #: PA166-01

MECHANIC
SIGNATURE: *ATK Tink*

DATE: 7-23-19

LOCATION/RM #: 133A WO# 969C ASSET # 64236441
133 WO# 969C ASSET # 6514

START TIME: 9:00 AM

FINISH TIME: 11:00 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels	✓		
3	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	Test the control panels for communications to the monitoring center, sirens, tamper, cameras, and strobe lights. (SEE End User Handbook for testing procedures). Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional.	✓		1 Panel - 7 PIDS - 2 contacts - 1 siren
2	Inspect and test the operation of all detection devices	✓		
3	Check power supplies	✓		No Access to batteries - no Trouble Found
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		Phone Line trouble - verified Fault Message received Signal
5	Load test batteries and if needed recommend for replacement.	✓		See Above ↑

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.

1. A qualified alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems is required.
2. Prior Coordination with the facility must occur prior to scheduled work. (See suggested coordination questions below)
- a. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
- b. All cages with motion sensors should be open. Multiple unit coordination may be necessary.
- c. In the event that all sensors could not be tested due to accessibility every attempt will be made to test the sensor and if unsuccessful must be noted.
- d. Ensure facility has access to Maintenance Key.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **SECURITY SYSTEM**

SITE AND BLDG #: PA166-01

MECHANIC
SIGNATURE: *Anthony T. L.*

DATE: 7-23-19

LOCATION/RM #: 307 B WO# 9696 ASSET # 6415

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(IF TASK COMPLETE IS CHECKED, NO, PROVIDE EXPLANATION)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamperers, cameras, and strobe lights.	<input checked="" type="checkbox"/>		1 Panel, 101R
2	Inspect and test the operation of all detection devices	<input checked="" type="checkbox"/>		
3	Check power supplies	<input checked="" type="checkbox"/>		No Troubles
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	<input checked="" type="checkbox"/>		
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits		<input checked="" type="checkbox"/>	No Access to Panel

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**

SITE AND BLDG #: PA166-01

MECHANIC
SIGNATURE:


DATE: 7-23-19

LOCATION/RM #: 217 WO# 1696 ASSET # 6422

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamper, cameras, and strobe lights.		✓	System not in Service
2	Inspect and test the operation of all detection devices		✓	
3	Check power supplies		✓	
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)		✓	
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits		✓	

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**

SITE AND BLDG #: PA 166-01

MECHANIC
SIGNATURE: July 6 11

DATE: 7-23-19

LOCATION/RM #: 216

WO# 9696

ASSET # 6643

START TIME: 9AM

FINISH TIME: 11AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED FOR ACTION)
		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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	NO ACCESS
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamper, cameras, and strobe lights.		✓	
2	Inspect and test the operation of all detection devices		✓	
3	Check power supplies		✓	
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)		✓	
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits		✓	

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 **DOOR KEYPAD / CARD READER**

SITE AND BLDG #: PA-166-01

MECHANIC SIGNATURE: *Allen F. L.*

DATE: 8-23-19

LOCATION/RM #: 136C WO# 9696 ASSET # 6432

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	✓		
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	✓		
3	Inspect and test the operation of device. -Observe unit in use	✓		
4	Ensure proper protection of all visible wiring and conduits	✓		
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs. Note in note Column	✓		

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 CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: PA 166-01

MECHANIC
SIGNATURE: John T L


DATE: 7-23-19

LOCATION/RM #: ^{Interior} ~~Exterior~~ WO# 9696 6394, 6396, 6397
ASSET # 6406, 6512

START TIME: 9AM

FINISH TIME: 11AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	<input checked="" type="checkbox"/>		
3	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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	<input checked="" type="checkbox"/>		1 PTZ Camera not focusing/ Camera 14 They will contact vendor for Assist.
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.	<input checked="" type="checkbox"/>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (ATTACH COMPLETE INSTRUCTIONS, NO, PROVIDE EXPLANATION)
		YES	NO	
3	<p>For the system's control equipment, verify the following:</p> <ul style="list-style-type: none"> - Monitors are free from picture burn-in and distortion. - Monitors have proper contrast and brightness. - 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. - Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution. - Check all coaxial connectors on the back panels for loose connections. - Check all power connections to ensure AC plugs are not loose. 			Staging 101 monitor has pink line.

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**

SITE AND BLDG #: PA16601

MECHANIC

SIGNATURE: AJing T2DATE: 7-23-19LOCATION/RM #: Rm142 WO# 9696 ASSET # 6515START TIME: 9 AMFINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(YES/NO, COMPLETE/NO, DEFICIENT, NO, FROM/NOT, YES/NO, ACTIONS)</small>
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, alarm, tamper, cameras, and strobe lights.		✓	System no longer in service
2	Inspect and test the operation of all detection devices		✓	See above ↑
3	Check power supplies		✓	No Access
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits		✓	No Access

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: