

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: PA 166-01 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 - 5535 A
2. Asset 6421 - Motion Qm216, 6472 motion 217,
3. 6433 Motion 307B, 6432 Keypad 136C, 6441 Security 133
4. 6442 Security 342, 6443 Security 218, 6444 Security 217
5. 6445 Security 357B, 6517 Motion 133A, 6518 Motion 141
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: Anthony Friedman

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: 27072019

Signed: E. Zhang

E-Mail: eddie_zhang@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
SECURITY SYSTEM(ARMS ROOM ONLY)

SITE AND BLDG #: PA 166-01

MECHANIC SIGNATURE: ATL, Trish

DATE: 7-23-19

LOCATION/RM #: 133 **WO#** 9696 **ASSET #** 64236441

START TIME: 9:00 AM **FINISH TIME:** 11:00AM

CHECK POINT	OPTIONAL DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (task completed is checked, no recommendation)
		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.	<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels	<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 BY EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tampers, 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.	<input checked="" type="checkbox"/>		1 Panel - 7 PIRs - 2 contacts - 1 Siren
2	Inspect and test the operation of all detection devices	<input checked="" type="checkbox"/>		
3	Check power supplies	<input checked="" type="checkbox"/>		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)	<input checked="" type="checkbox"/>		Phone line trouble - verified fort main
5	Load test batteries and if needed recommend for replacement.	<input checked="" type="checkbox"/>		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 #: PA 166 - 61

6473

MECHANIC
SIGNATURE: John T. L.

DATE: 7-23-19

LOCATION/RM #: 307 B WO# 9696 ASSET # 6445

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS <small>(If task complete, leave blank. If not, provide explanation)</small>
		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.	✓		
TOE FL PERFORMED AND INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.	✓		1 panel, 1019
2	Inspect and test the operation of all detection devices	✓		
3	Check power supplies	✓		No Troubles
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 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 #: PA 166-03

MECHANIC SIGNATURE: Unty, T.J.

DATE: 1-23-19

LOCATION/RM #: 217 WO# 9696 ASSET # 64451

START TIME: 9 AM FINISH TIME: 11 AM

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (checkmark if task complete is checked no box indicates open)
		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.	<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 PREVIOUS SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamers, cameras, and strobe lights.	<input checked="" type="checkbox"/>		System not in Service
2	Inspect and test the operation of all detection devices	<input checked="" type="checkbox"/>		
3	Check power supplies	<input checked="" type="checkbox"/>		
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"/>		

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:

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.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
SECURITY SYSTEM

SITE AND BLDG #: PA 166-01

LOCATION/RM #: 216 WO# 9696 ASSET # 6643

MECHANIC SIGNATURE: John F.

DATE: 7-23-19

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (If task conditions checked not provided)
		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
DO NOT PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.		✓	
2	Inspect and test the operation of all detection devices		✓	
3	Clock 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: John, T.L. **DATE:** 8-23-19

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

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHRONOLOGICAL DISCRESSION	TASK COMPLETION	NOTES / ACTIONS	
			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.	<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 DURING 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.	<input checked="" type="checkbox"/>		
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down.	<input checked="" type="checkbox"/>		
3	Inspect and test the operation of device. -Observe unit in use	<input checked="" type="checkbox"/>		
4	Ensure proper protection of all visible wiring and conduits	<input checked="" type="checkbox"/>		
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 .Notate in note Column	<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: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: PA 166 - 01 **LOCATION/RM #:** Interior **WO#** 9696 **6394, 6396, 6397**
ASSET # 6420, 6512 **MECHANIC SIGNATURE:** John T L **DATE:** 7-23-19

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (If task completed, checkmark in box)
		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	<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"/>		
NOT PERFORMED AND 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"/>		

CIRCUIT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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. - 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. 	<input checked="" type="checkbox"/>		Straining 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 #: PA 166-C1

MECHANIC
SIGNATURE: *Wing T. L.*

DATE: 7-23-19

LOCATION/RM #: Am142 WO# 9696 ASSET # 6515

START TIME: 9 AM

FINISH TIME: 11 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS RECOMMENDATION TO OWNER/STAFF/INVESTIGATOR
		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, jumpers, 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: