

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

FacID Building: *Gaithersburg MD013* Date of Visit: *3/6/19*

Contractor Personnel on Site:

Patrick Donovan

1.

4.

2.

5.

3.

6.

Work Performed:

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

- 1. E&I Work 7624, 7727, 7823, 7628, 7731, 7827
- 2. Grease Trap, Hot Water Pump, Baseboard radiators, Unit Heaters, Mini Splits, Condensing units, overhead Vehicle Exhaust systems,

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/6/19*

Signed: *Patrick Donovan*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *TARA STLAURENT*

Date: *3/6/19*

Signed: *Tara StLaurent*

E-Mail: *TARA.F.STLAURENT.CN@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: East Hershey, MD 013

LOCATION/RM #: East Hershey, WO# 7624 ASSET # 1529

MECHANIC SIGNATURE: [Signature] **DATE:** 3/4/19

START TIME: 9:20 **FINISH TIME:** 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		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.		<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"/>	
3	Ensure proper grease disposal.		<input checked="" type="checkbox"/>	
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.		<input checked="" type="checkbox"/>	
2	Remove lid. If the trap is equipped with removable baffles, remove them.		<input checked="" type="checkbox"/>	
3	Make sure the flow restrictor on the inflow pipe is present.		<input checked="" type="checkbox"/>	
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.		<input checked="" type="checkbox"/>	
5	Replace lid and baffles.		<input checked="" type="checkbox"/>	
6	Return (or fill) water to grease trap		<input checked="" type="checkbox"/>	
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.		<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 Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Gaithersburg MD 2013

LOCATION/RM #: Mechanical Rm. WO# 7624 ASSET # 1642

MECHANIC SIGNATURE: H. D. 1/22 DATE: 3/4/19

START TIME: 9:35 FINISH TIME: 9:55

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		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.	✓		task completed per standard manufacturer's instructions
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.	✓		Tagged + dated Hand Record Tag
3	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.	✓		
ROUTINE MAINTENANCE INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	✓		Scrubbed pump
2	Inspect couplings and check for any pump seal leaks.	✓		No leaks visible
3	Check motor mounts and vibration pads	✓		good fit in line pump
4	Tighten all pump flanges.	✓		good
5	Visually check pump alignment and coupling	✓		in line pump.
6	Inspect electrical connections	✓		done

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 RADIAN BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: *Gatheringspace MDW3*

MECHANIC
SIGNATURE

100

DATE: 3/5/9

LOCATION/R.M #: Thomaston, #1 Bldg. WO# 7624 ASSET # See notes

START TIME: 10:00

FINISH TIME: 1:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO FROVIDE EXPLANATION)
		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"/>	<input 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"/>	<input type="checkbox"/>	
1	Check radiator valve for free turning and seating. Check packing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
2	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
3	Check housing, supports, hangers, and hardware for signs of deterioration or damage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good done</i>
6	For hot water radiators, check air bleed valve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
7	Wire brush and treat with rust inhibitor all rusted areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good no leaks visible</i>
9	Vacuum out finned tube area and interior housing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all done</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

To be performed by: General Maintenance Worker

onal Notes:
~~Asset #~~ 1992 ✓

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#1992 ✓
#1993 ✓
#1994 ✓
#1995 ✓
#1996 ✓