## PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FACILITY Building: Gaithersburg MD013 Date of Visit: 12/4/18

Contractor Personnel on Site:

1. Patrick Donovan
2. 4.
3. 5.
6. 6.

**Work Performed:**

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

5. LIST WO#: 6779 + 6780
6. Baseboard radiators, Grease Trap, Hot Water pumps Vehicle Exhaust System
8.

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 12/4/18

Signed:

**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: Glenn L. Umberger SS GS-13 Date: 4 Dec 18

Signed

E-Mail glenn.umberger.civ@mail.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## RADIANT BASEBOARDS/CONVETORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: Gaithersburg MD013 — MECHANIC SIGNATURE: [signature] — DATE: 12/4/18

LOCATION/RM #: Throughout Bldg #1 WO# 6779 — ASSET # see notes — START TIME: 11:30 — FINISH TIME: 3:00

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| 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 | Check radiator valve for free turning and seating. Check packing. | ✓ | | several difficult To access / all turn and good |
| 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. | ✓ | | all good |
| 3 | Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage. | ✓ | | good |
| 4 | Check temperature or flow controls, shutoff valves, vents and traps for proper operation. | ✓ | | good |
| 5 | If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming. | ✓ | | done |
| 6 | For hot water radiators, check air bleed valve. | ✓ | | good |
| 7 | Wire brush and treat with rust inhibitor all rusted areas. | ✓ | | done |
| 8 | Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary. | ✓ | | good no leaks |
| 9 | Vacuum out finned tube area and interior housing. | ✓ | | done |
| 10 | Clean and replace covers or wall panels and caulk wall panels as required. Clean work area. | ✓ | | done all good |

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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

**Additional Notes:**

Asset # 1992 #01-#02 ✓ good
1993 #01-#05 ✓ good
1994 #01-#05 ✓ good
1995 #01-#21 ✓ good
1996 #01 ✓ good

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
## CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Gaithersburg MD013 MECHANIC SIGNATURE: [signature] DATE: 12/4/18

LOCATION/RM #: Boiler Room WO# 6779 ASSET # 1642 #01 & #02 START TIME: 9:30 FINISH TIME: 10:00

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| | **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. | ✓ | | |
| 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. | ✓ | | Signed + dated Maint. Repeal Tag |
| | **TO BE PERFORMED AT EACH INSPECTION SERVICE** | | | |
| 1 | Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually. | | N/A | Sealed pumps |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | No leaks visible |
| 3 | Check motor mounts and vibration pads | ✓ | | in line pumps. all seals good |
| 4 | Tighten all pump flanges. | ✓ | | all/everything Tight |
| 5 | Visually check pump alignment and coupling | ✓ | | in line pumps |
| 6 | Inspect electrical connections | ✓ | | all tight |

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 discription of the deficiency.
To be perfomed by: General Maintenance Worker
**Additional Notes:**