

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: PA 013

Date of Visit: 1/2/19

Contractor Personnel on Site:

1. <u>Tony Lacey</u>	4. <u>Frank Sgiercz</u>
2. <u>Jim Geertgens</u>	5. _____
3. <u>Scott Bern</u>	6. _____

**Work Performed:**

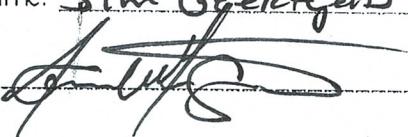
**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. <u>6953</u>
2. <u>7033</u>
3. <u>7027</u>
4. <u>7057</u>

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 1-2-19

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: Parrot, Brian Date: 2 Jan 19

Signed: 

E-Mail:

OTHER RECURRING SERVICES CERTIFICATION OF WORK  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FacID/Building: Pp013 - 01

Date of Visit: 1/2/19

Contractor Personnel on Site:

1. Tony Green  
2. Jim Geertgens  
3. Scott Berry

4. Ronald S. pierce  
5.  
6.

Work Performed:

Other Recurring Services

1. 6803  
2.  
3.  
4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 1-2-19  
Signed: Jim Geertgens

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: Ronald, BM Date: 2 Jan 19  
Signed: Ronald

E-Mail:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: *Pr 013-G1*LOCATION/RM #: *Baker Room* WO# *6953* ASSET # *7104*MECHANIC  
SIGNATURE: *John O'Neal*DATE: *1/2/18*START TIME: *800*FINISH TIME: *815*

CHECKLIST ITEM#	CHECKLIST DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/COMMENTS
		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.		/	
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.	/		
TO BE PERFORMED DURING INSPECTION/SAFETY CHECK				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	/		
2	Inspect couplings and check for any pump seal leaks.	/		
3	Check motor mounts and vibration pads	/		
4	Tighten all pump flanges	/		
5	Visually check pump alignment and coupling	/		
6	Inspect electrical connections	/		

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:

*1 PC*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

SITE AND BLDG #: P-A013-01  
LOCATION/RM #: MCP WO# 6953 ASSET # 7583

MECHANIC  
 SIGNATURE: John H. G. DATE: 1/2/18  
 START TIME: 815 FINISH TIME: 830

CHECK POINT	CHECKPOINT DESCRIPTION	TASK (COMPLETED)		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.		/	
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.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>GATES</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	/		
2	Check all locking devices. Lubricate as required.	/		
3	Inspect center gate support rollers and lubricate as required.	/		
4	Clean roller track of any debris.	/		
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	/		
6	Check for any obstructions that retard full swing or movement of the gate.	/		
7	Check that shrubs and trees are pruned clear of gate.	/		
8	Check hold open devices for proper operation. Lubricate as required.	/		
<b>FENCES</b>				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.			
2	Check wire and anchor point; re-stretch and re-anchor if necessary.			
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.			
4	Treat with galvanized protectant where rust has developed.			
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).			
6	Check that shrubs and trees are pruned clear of fencing			

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**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #: *P-013 -01*LOCATION: *Drive Wk# 6953 Asset # 7710*MECHANIC  
SIGNATURE: *[Signature]*DATE: *1/2/19*START TIME: *820*FINISH TIME: *835*

ITEM/OK CROSS REF	CHECKLIST DESCRIPTION	TASK COMPLETED YES / NO	NOTES / EXCEPTIONS	
			SPECIAL INSTRUCTIONS	NOTES / EXCEPTIONS
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.	/		
2	Review manufacturer's instructions.	/		
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.	/		
1	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	/		
2	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	/		
3	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	/		
4	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	/		<i>Does not stop on its own, safety bump stop not working</i>
5	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	/		
6	Inspect gear box, change or add oil as required.	/		
7	Perform required lubrication. Remove old or excess lubricant.	/		
8	Clean unit and mechanism thoroughly. Touch up paint where required.	/		
9	Clean up and remove all debris.	/		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

Additional Notes:

*SAFETY STOP NEEDS REPAIRED/REPLACED*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC OVERHEAD DOORS**

SITE AND BLDG #: P0013 - 01LOCATION/RM #: Kitchen WO# 6953 ASSET #8007MECHANIC SIGNATURE: Earl A. Loft DATE: 1/2/19START TIME: 8:00 AM FINISH TIME: 8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	BASIC COMPLETE		NOTES/ACTIONS (IF BASIC COMPLETE IS CHECKED NO PROVIDED 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.		✓	
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.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		N/A	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
7	If applicable, inspect gear box, change or add oil as required.	✗	N/A	
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

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:

Rollins Fire Shutter

9' x 5' 1"