

## 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 Green</u>    | 4. <u>Frank Sgier</u> |
| 2. <u>Jim Geertgens</u> | 5. _____              |
| 3. <u>Scott Wynn</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: 1-2-19Signed: [Signature]

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, Ben Date: 25 Jan 19Signed: [Signature]

E-Mail: \_\_\_\_\_

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

FACID/Building: P0013 -01

Date of Visit: 1/2/19

Contractor Personnel on Site:

- |                         |                          |
|-------------------------|--------------------------|
| 1. <u>Tony Loren</u>    | 4. <u>Frank S-pierzz</u> |
| 2. <u>Jim Geertgens</u> | 5. _____                 |
| 3. <u>Scott Werry</u>   | 6. _____                 |

Work Performed:

Other Recurring Services

- |                |       |
|----------------|-------|
| 1. <u>6803</u> | _____ |
| 2. _____       | _____ |
| 3. _____       | _____ |
| 4. _____       | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 1-2-19

Signed: [Signature]

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: Parish, Bm

Date: 2 Jan 19

Signed: [Signature]

E-Mail: \_\_\_\_\_

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #:

PP 013-04

MECHANIC

SIGNATURE:

DATE:

1/2/19

LOCATION/RM #:

WO#

7057

ASSET #

7820

START TIME:

945-8

FINISH TIME:

1010

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	/		
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A	Manual
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.		N/A	
7	If applicable, inspect gear box, change or add oil as required.	/		
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:

2 PC



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

SITE AND BLDG #: PA 013 - 04MECHANIC  
SIGNATURE: [Signature]DATE: 1/2/18LOCATION/RM #: \_\_\_\_\_ WO# 7057 ASSET # 2820

START TIME: \_\_\_\_\_

FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
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.			
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:

2 PC

Duplicate

Work order number

no

Asset

number

only

2 Doors

EXIS.