

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: P0050 Date of Visit: 1/10/19

Contractor Personnel on Site:

1. <u>Tony Lazarus</u>	4. <u>Frank Sapienza</u>
2. <u>Jim Geertgens</u>	5. _____
3. <u>Scott Werry</u>	6. _____

Work Performed:

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

1. <u>7012</u>
2. <u>7058</u>
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 1-10-19

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: Steve Davis Date: 20190116

Signed: SD

E-Mail: _____

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

FacID/Building: Fe 050

Date of Visit: 1/10/19

Contractor Personnel on Site:

1. Tony Gizzo
2. Jim Geertgens
3. Scott Werry

4. Krank Spieren
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 6924
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens Date: 1-10-19
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: Steve Davis Date: 20190110
Signed: Steve Davis
E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: PA 050 - 01

LOCATION/RM #: MEL WO# 7012

ASSET # 7633

MECHANIC
SIGNATURE:

START TIME:


8:55

DATE: 1/10/19

FINISH TIME: 8:25

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.	/		
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	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.	/		

- 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 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
POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #:

P1050-01

MECHANIC
SIGNATURE:

DATE: 1/10/19

START TIME:

800

FINISH TIME: 815

LOCATION: DRELL 100 # 7012 Asset # 7205

ITEM/PROCEDURE	CLOUD/ROUTINE DESCRIPTION	INSPECTION COMPLIANCE		EXPLANATION/EXCUSES
		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	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	/		
4	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.	/		
5	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.	/		
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	/		
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	/		
8	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	/		
9	Inspect gear box, change or add oil as required.	/		
	Perform required lubrication. Remove old or excess lubricant.	/		
	Clean unit and mechanism thoroughly. Touch up paint where required.	/		
	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:

14 62K 12 16

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: <i>Pr 050 -01</i>		MECHANIC SIGNATURE: <i>John M. W. Jr.</i>	DATE: <i>1/10/19</i>	
LOCATION/RM #: <i>Kitchen</i> WO# <i>7062</i> ASSET # <i>8010</i>		START TIME: <i>820</i>	FINISH TIME: <i>830</i>	
CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		TASK COMPLETE	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.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	/	/PA	
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.	/	/PA	
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.	/	/PA	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	/	/PA	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	/	/PA	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	/	/PA	
7	If applicable, inspect gear box, change or add oil as required.	/	/PA	
8	Perform required lubrication. Remove old or excess lubricant.	/	/PA	
9	Clean unit and mechanism thoroughly. Touch up paint where required.	/	/PA	
10	Clean up and remove all debris.	/	/PA	

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
 Rolling fine shutter*

30 x 36

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Pr 050-01
LOCATION/RM #: K1, k1s WO# 7012 ASSET # 3017

MECHANIC
 SIGNATURE: 

DATE: 1/10/19
 START TIME: 8:20 FINISH TIME: 8:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES/ACTIONS		
			YES	NO	(IF TASK COMPLETED, CHECK NO. PROVIDED 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.			✓	
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	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.			na	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.			na	
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:

1 pc
 Rolling K1s Shutter

6 ft 6" x 36