

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

FacID/Building: P4051-07 Date of Visit: 1/15/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Gaertsen
3. Scott Werner
4. Frank Sapienza
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 6899
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA Date: 1-15-19  
Signed: Frank Sapienza

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: Joe ULRIG SGT Date: \_\_\_\_\_  
Signed: Joe ULRIG

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

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

FACID/Building: P051-07

Date of Visit: 1/15/19

Contractor Personnel on Site:

1. Tony Lazzus
2. Jim Geestges
3. Scott Wray
4. FRANCIS SAPIENZA
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

1. 6937
2. 7022
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA Date: 1-15-19

Signed: Frank Sapienza

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: Joe ULCERY SGT Date: \_\_\_\_\_

Signed: Kapn

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #:

Pr 051 -07

LOCATION: Bldg 7022 Asset # 7685

MECHANIC  
SIGNATURE:

John Hart

DATE:

1/15/19

START TIME: 8:00AM

FINISH TIME:

8:30AM

ITEM/PROCEDURE	DESCRIPTION	UNITS/ITEMS/NO.	NOTES/EXCHANGES
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.		✓
10	Perform required lubrication. Remove old or excess lubricant.		✓
11	Clean unit and mechanism thoroughly. Touch up paint where required.		✓
12	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:

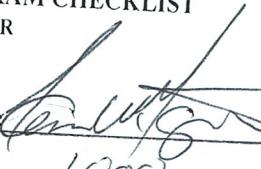
General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*, October 1.

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

Additional Notes:

12 x 14

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOOR KEYPAD / CARD READER**

SITE AND BLDG #: Pr 051 -07LOCATION/RM #: C10 WO# 7022 ASSET # 7867MECHANIC  
SIGNATURE: DATE: 1/15/18START TIME: 1000FINISH TIME: 1020

CHECK POINT	CHECKPOINT DESCRIPTION	TASKS 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 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.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	/		
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	/		
3	Inspect and test the operation of device. Observe unit in use	/		
4	Ensure proper protection of all visible wiring and conduits	/		
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs. Note in note Column	/		

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:

*Cleaned & checked voltage  
 Voltage at a high level should be  
 seen by lock smith.*