

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

FACID/Building: P-166

Date of Visit: 1/25/19

Contractor Personnel on Site:

1. Tony Gremes
2. Jim Geertjens
3. Scott Werry

4. Frank Speranza
5. \_\_\_\_\_
6. \_\_\_\_\_

**Work Performed:**

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

1. 6950
2. 7072
3. 7017
4. 7048

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tony Gremes Date: 1/15/18

Signed: Tony Gremes

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: TIMOTHY S PETERS Date: 25 JAN 19

Signed: Timothy S Peters

E-Mail:

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

FacID/Building: Pr 166 - 01 Date of Visit: 1/16/19

Contractor Personnel on Site:

1.	<u>Tony Laramie</u>	4.	
2.	<u>Jim Geertsen</u>	5.	
3.		6.	

Work Performed:

Other Recurring Services

1.	<u>688 Y</u>
2.	
3.	
4.	

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Tony Laramie Date: 1/16/19  
Signed: Tony

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: Timothy S PETERS Date: 16 JAN 19  
Signed: Timothy S PETERS  
E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: *Pr 166 - 01*LOCATION/RM #: *Boiler 2m* WO# *6950* ASSET # *7101*MECHANIC  
SIGNATURE: *Anthony*DATE: *1/25/19*START TIME: *800*FINISH TIME: *805*

ITEM/PROCEDURE	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. 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.		/	
3 Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	/		
4 Inspect couplings and check for any pump seal leaks	/		<i>Sealed</i>
5 Check motor mounts and vibration pads	/		
6 Tighten all pump flanges	/		
7 Visually check pump alignment and coupling	/		
8 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 #: *Pt 166-01*LOCATION/RM #: *Brake 05*WO# *6950*ASSET # *753r*MECHANIC  
SIGNATURE: *J. Johnson*DATE: *1/25/19*START TIME: *8:15*FINISH TIME: *8:25*

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/REMARKS
			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 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:

*l*      *Pc*      *Double*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #: Pa 166 -00

LOCATION: Storage w/ 690' net '7678

MECHANIC  
SIGNATURE: *Anthony*

DATE: 1/20/18

START TIME: 825

FINISH TIME: 835

ITEM #	DESCRIPTION	MANUFACTURER'S	RECOMMENDED ACTIONS		NOTES/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	Review manufacturer's instructions. 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	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.				
4	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.				
5	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.				
6	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains, sprockets, clutch, etc.				
7	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.				
8	Inspect gear box, change or add oil as required.				
9	Perform required lubrication. Remove old or excess lubricant.				
10	Clean unit and mechanism thoroughly. Touch up paint where required.				
11	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:

1 P 10X8

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #:

P-166-01

MECHANIC  
SIGNATURE:

Fawlett

DATE: 1/25/19

LOCATION: Storage w/ 6950 asset # 7677

START TIME:

825

FINISH TIME: 835

ITEM # P/N/REF	DESCRIPTION	SPECIAL INSTRUCTIONS	WORK COMPLETION		REMARKS/EXCUSES
			WORK ITEM (S)	NOT COMPLETED (S)	
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:

10 x 8 1 pc

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

SITE AND BLDG #: *Pr 166-01*

LOCATION/RM #: *121 R*    WO# *6950*    ASSET # *7873*

MECHANIC  
SIGNATURE: *John*

DATE: *1/29/13*

START TIME: *8:35*

FINISH TIME: *8:50*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK NOT COMPLETED, CHECK NO TO 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:

*Push  
button  
Access*

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

SITE AND BLDG #: B-166-01LOCATION/RM #: 150 WO# 6910 ASSET # 7814MECHANIC  
SIGNATURE: John C. M. Jr.DATE: 1/25/19START TIME: 8:35FINISH TIME: 8:45

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 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:

*Push  
Buttons  
100%*

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

SITE AND BLDG #: Pr 166 - a 1LOCATION/RM #: EPS1 WO# 6950 ASSET # 7815MECHANIC  
SIGNATURE:

DATE:

1/25/18

START TIME:

845

FINISH TIME:

850

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 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 .Notate 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:

1/12Resu Bohr.

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: *Pr 166-01*LOCATION: *Door wall 6952 assed # 8008*MECHANIC  
SIGNATURE: *John G. Johnson*DATE: *1/15/18*START TIME: *900*FINISH TIME: *95*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETENESS		NOTES/ACTIONS (OR 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	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.		✓	
JOB PERFORMED DURING 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.		NA	
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.		NA	
10	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:

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

Additional Notes:

10 x 4  
 Rolling door  
 shutoff

New overhead door to  
 Repair. Ticket issued by  
 Tim Peters

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: *Pr 166-01*LOCATION: *Kitchen 50 ft 6'7" asset # 906*MECHANIC  
SIGNATURE: *Frank O'G*DATE: *1/25/18*START TIME: *900*FINISH TIME: *95*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED 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	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.		/	
		TO BE PERFORMED DATE 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.		/	
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 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:

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

Additional Notes:

4+4

Rolling Free Shutter