

ATTACHMENT J-0200000-05
FORMS

CERTIFICATION OF WORK

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

FACID/Building: PA 171

Date of Visit: 1/11/19

Contractor Personnel on Site:

- | | |
|------------------------|----------------------------|
| 1. <u>Tony Green</u> | 4. <u>Kenneth J. Green</u> |
| 2. <u>Jim Geertgen</u> | 5. _____ |
| 3. <u>Scott Wern</u> | 6. _____ |

Work Performed:

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

- | | |
|----------------|-------|
| 1. <u>7006</u> | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgen Date: 1-11-18

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: LUKE McHUGH WG10 Date: JAN 11 2019

Signed: [Signature]

E-Mail: _____

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

FACID/Building: Pc 121

Date of Visit: 1/11/19

Contractor Personnel on Site:

- | | |
|------------------------|-----------------------|
| 1. <u>Tony Lyons</u> | 4. <u>Frank Spina</u> |
| 2. <u>Jon Geertjes</u> | 5. _____ |
| 3. <u>Scott Wren</u> | 6. _____ |

Work Performed:

Other Recurring Services

- | | |
|----------------|-------|
| 1. <u>6893</u> | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jon Geertjes Date: 1-11-19

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: LUKE McHUGH WGO Date: 11 JAN 2019

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #:

Pe 171 201

MECHANIC

SIGNATURE:

Fint L. Lulu

DATE: 1/11/19

LOCATION/RM #:

MEP

WO# 7006

ASSET # 7601

START TIME:

8:00AM

FINISH TIME:

8:20AM

CHECKS TO BE PERFORMED		DATE COMPLETED		SPECIAL INSTRUCTIONS		NOTES/REMARKS	
NO.	DESCRIPTION	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							
GATES							
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.						
FENCES							
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:

1 pc

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #:

Pa 17C-01

LOCATION/RM #:

MGP

WO#

7006

ASSET #

7602

MECHANIC
SIGNATURE:

Jml L L L

DATE:

1/11/15

START TIME:

8:30AM

FINISH TIME:

8:40AM

CHECKPOINTS/DESCRIPTIONS		TASK COMPLETION		NOTES/REMARKS
		YES	NO	
SPECIAL INSTRUCTIONS				
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				
GATES				
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.	✓		
FENCES				
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:

1 PC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #:

171-01

MECHANIC
SIGNATURE

[Signature]

DATE: 1/11/18

LOCATION:

Bay 1 WO # 7006 WO # 7656

START TIME

800

FINISH TIME

1030

ITEM NO.	DESCRIPTION	COMPLETION DATE		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	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 pc Greiner

13X13

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #:

Rc 171 001

MECHANIC

SIGNATURE:



DATE:

4/11/19

LOCATION/RM #:

60337

WO#

7006

ASSET #

7877

START TIME:

830

FINISH TIME:

845

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.		/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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:

2 Rc

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC ROLL-UP DOORS

ACTIVITY AND BLDG #: Pc 171 - 01

MECHANIC

SIGNATURE: [Signature]DATE: 1/11/19LOCATION: 110 wall 7002 asset 1ASTART TIME: 800FINISH TIME: 815

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, CHECK YES; NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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 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.		N/A	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A	
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 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:

Rolling Fire Shutter

3+3