

## CERTIFICATION OF WORK

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

FacID/Building: Gaithersburg MD 013 Date of Visit: 12/3/19

Contractor Personnel on Site:

1. Patrick Donovan

2.

### Work Performed:

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

1. 11320, 11352, 11321, 11353 Pumps, Radiators, MiniSplits, Grease Trap, Vehicle Exhaust System

**Service Calls** – Service Call Number and Description

1. CSS#

2. CSS#

3. CSS#

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 12/3/19

Signed: Patrick Donovan

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: TARA ST LAURENT GS-11 Date: 03 Dec 19

Signed: Tara F. St Laurent

E-Mail: tara.f.st.laurent.civ@mail.mil

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST RADIANT BASEBOARDS/CONVECTORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: Gen. T. S. K. N. E. A. M. D. O. N. 3

MECHANIC  
SIGNATURE: 

DATE: 12/3/19

LOCATION/RM #: Variety in Blk 1, WO# 1352 ASSET # 5678 NOTES None

START TIME: 10:15 FINISH TIME: 1:30

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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
1	Check radiator valve for free turning and seating. Check packing.	<input checked="" type="checkbox"/>		
2	Remove covers or wall panels. Note: Extreme care must be taken when removing marble or granite wall panels. These panels are extremely heavy and very fragile.	<input checked="" type="checkbox"/>		
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	<input checked="" type="checkbox"/>		
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	<input checked="" type="checkbox"/>		
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	<input checked="" type="checkbox"/>		
6	For hot water radiators, check air bleed valve.	<input checked="" type="checkbox"/>		
7	Wire brush and treat with rust inhibitor all rusted areas.	<input checked="" type="checkbox"/>		
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	<input checked="" type="checkbox"/>		
9	Vacuum out finned tube area and interior housing.	<input checked="" type="checkbox"/>		
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	<input checked="" type="checkbox"/>		

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.

#### Additional Notes:

tional Notes:  
~~Asset~~ 1992

1992  
1993  
1994

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: Cranberry Woods MD012

MECHANIC  
 SIGNATURE: 

DATE: 10/2/19

START TIME: 9:15

FINISH TIME: 9:40

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>		
2	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. Report any leaks	<input checked="" type="checkbox"/>		
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually. 4 shots of grease per PM	<input checked="" type="checkbox"/>		<u>N/A</u> Sealed pumps
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>		<u>N/A</u> Sealed pump all good. No leaks
3	Check motor mounts and vibration pads			
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>		<u>Done</u>
5	Visually check pump alignment and coupling -Report unusual vibration	<input checked="" type="checkbox"/>		<u>Done</u> good
6	Inspect electrical connections	<input checked="" type="checkbox"/>		<u>Done</u> good

**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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GREASE TRAP**

**SITE AND BLDG #:** Gaithersburg MD 20878

**LOCATION/RM #:** Med. Room WO# 11352

**ASSET #** 1529

**MECHANIC**

**SIGNATURE:** John B. B.

**DATE:** 12/2/19

**START TIME:** 9:00

**FINISH TIME:** 9:15

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</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.	✓		
3	Insure proper grease disposal.	✓		
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	✓		
2	Remove lid. If the trap is equipped with removable baffles, remove them.	✓		ok
3	Make sure the flow restrictor on the inflow pipe is present.	✓		baff removed
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		noteed
5	Replace lid and baffles.	✓		None
6	Return (or fill) water to grease trap	✓		Trap not in use
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	✓		Trap not in use

**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 Technician

**Additional Notes:** *Trap is not in use. Checked over. All good*