

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

FACID Building: *Gaithersburg MD 013* Date of Visit: *1/16/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

8.

5.

6.

6.

**Work Performed:**

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

5. LIST WOB *7110, 7111, 7112*

6. *Overhead doors, Gates*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *1/16/19*

Signed: *[Signature]*

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: *Glenn L. Umberger, Jr., GS-13* Date: *16 Jan 2019*

Signed: *[Signature]*

E-Mail: *glenn.l.umberger.civ@mail.mil*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC OVERHEAD DOORS**

SITE AND BLDG #: Gaithersburg MD 2013

MECHANIC  
 SIGNATURE: John DATE: 1/16/19

LOCATION/RM #: Kitchen WO# 7110 ASSET #2001

START TIME: 10:00 FINISH TIME: 10:15

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.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u> <u>Manual close</u>
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>No Safety devices found</u>
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>

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 job tagged

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

**SITE AND BLDG #:** Guthersburg MD 2013

**MECHANIC SIGNATURE:** J. D. Ross

**DATE:** 11/16/19

**LOCATION/RM #:** Exterior **WO#** 7110 **ASSET #** See notes

**START TIME:** 10:25

**FINISH TIME:** 11:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED, NO CHECKING, PROVIDED 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.	✓		
<b>TO BE PERFORMED BY EXTERIOR INSPECTION SERVICE</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓		Good
2	Check all locking devices. Lubricate as required.	✓		Good
3	Inspect center gate support rollers and lubricate as required.	✓		Good
4	Clean roller track of any debris.	✓		Clean
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓		Good
6	Check for any obstructions that retard full swing or movement of the gate.	✓		Good
7	Check that shrubs and trees are pruned clear of gate.	✓		Clear
8	Check hold open devices for proper operation. Lubricate as required.	✓		Good
				<i>See notes</i>
				<i>No hold open devices located</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS OR SKETCHES IF CHECKED, NO EXPLANATION
		YES	NO	
		FENCES		
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	✓		Good
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	✓		Good
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	✓		Good
4	Treat with galvanized protectant where rust has developed.	✓		No Rust Found
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).	✓		No weeds found
6	Check that shrubs and trees are pruned clear of fencing	✓		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:

Asset # 2003 ✓

# 2004 ✓

# 2005 ✓

# 2006 ✓

# 2007 ✓

# 2008 ✓