

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

FacID Building: *Gaithersburg MD013* Date of Visit: *1/16/19*

Contractor Personnel on Site:

1. *Patrick Donovan*      4.  
2.      5.  
3.      6.

**Work Performed:**

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

5. LIST WO# *7110, 7111, 7112*  
6. *Overhead doors, Gates*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick J. 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, Sr., G5-13* Date: *16 Jan 2019*

Signed: *GLU*

E-Mail: *glenn.l.umberger@verizonmed.mil*

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

**SITE AND BLDG #:** Gaithersburg MD 013

**LOCATION/RM #:** Bldg#3 **WO#** 7112 **ASSET #** 5005

**MECHANIC SIGNATURE:** R. S. Lee

**DATE:** 1/16/19

**START TIME:** 12:50 **FINISH TIME:** 1:45

<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.	<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"/>	<i>Good</i>
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"/>	<i>Good</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>1/4 Manual doors</i>
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains, sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Manual doors</i>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Lubed</i>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Clean</i>
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<input 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.

**To be performed by:** General Maintenance Worker

**Additional Notes:**

*Ass't# 2017#9*

*" " 402*

*" " 403*

*task aabed*

*2017#04*

*" " 405*

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*" " 406*