

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

FACID/Building: Gaithersburg MD Date of Visit: 7/2/19

Contractor Personnel on Site:

1. Patrick Donovan

2. \_\_\_\_\_

**Work Performed:**

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

1. 9049, 9539, 9050, 9540, 9541. Fence, Gates, Overhead doors,  
Air Compressor

**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: 7/2/19

Signed: Laura F. St Laurent

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: 2 JUL 19

Signed: Tara F. St Laurent

E-Mail: Tara.f.St.Laurent.CN@mail.mil

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

SITE AND BLDG #:

Gaithersburg MD 2013

LOCATION/RM #:

Bldgs #3

WO#

9541

ASSET #

2017MECHANIC  
SIGNATURE:

DATE:

7/2/19

START TIME:

9:45

FINISH TIME:

10:10

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"/>		
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 with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>		<i>done</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"/>		<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"/>		<i>Not a powered door</i>
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"/>		<i>1/4</i>
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains, sprockets, clutch, etc.	<input checked="" type="checkbox"/>		<i>1/4</i>
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>		<i>all good</i>
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>		<i>Not a powered door</i>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		<i>done</i>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>		<i>done</i>
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>		<i>done</i>

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:

*all doors are in good shape.*