

### CERTIFICATION OF WORK

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

FACID/Building: Gaithersburg MD 013 Date of Visit: 6/5/19

Contractor Personnel on Site:

1. Patrick J. Donovan 2. \_\_\_\_\_

#### Work Performed:

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

1. 8855  
8885, 8931, 8856, 8932, 8887

#### 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 J. Donovan Date: 6/5/19

Signed: Tara

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: 05Jun19

Signed: Tara

E-Mail: Tara.F.St.Laurent.civ@mail.mil

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

**SITE AND BLDG #:** *Gaithersburg MD 20878* **LOCATION/RM #:** *3rd floor Bldg #1* **WO#** *8931* **ASSET #** *See notes*

**MECHANIC SIGNATURE:** *John B. Lewis* **DATE:** *6/3/19*

**START TIME:** *11:15* **FINISH TIME:** *2:30*

<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 to.	<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"/>	
3	Check radiator valve for free turning and sealing. Check packing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
4	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"/>	<input type="checkbox"/>	<i>done</i>
5	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done / good</i>
6	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done / good</i>
7	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
8	For hot water radiators, check air bleed valve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good</i>
9	Wire brush and treat with rust inhibitor all rusted areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Clean of rust</i>
10	Check coils, piping and fin material for damage, leaks or looseness. Straighten finned material as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>No leaks visible</i>
	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	<input checked="" type="checkbox"/>	<input 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 *units not in use due to bldg. being turned over to cooling mode.*

**Additional Notes:**

**Asset #** *1992 ✓*

**1993 ✓**

**1994 ✓**

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

SITE AND BLDG #: Gaithersburg MD 20878

LOCATION/RM #: Boiler Room WO# 8931 ASSET # 1642

MECHANIC  
SIGNATURE: Pat B

DATE: 6/3/19

START TIME: 9:45 FINISH TIME: 10:15

Task	Completed	Comments
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"/>	
3 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.	<input checked="" type="checkbox"/>	
1 Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<u>scaled pump</u>
2 Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<u>Good</u>
3 Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<u>in line pump. All mounting hardware good</u>
4 Tighten all pump flanges.	<input checked="" type="checkbox"/>	<u>close</u>
5 Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<u>Good</u>
6 Inspect electrical connections	<input checked="" type="checkbox"/>	<u>all good</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

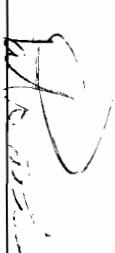
**Additional Notes:**

**Pumps shut down for cooling season**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## GREASE TRAP

SITE AND BLDG #: Gaithersburg MD013 should be 1529 asset  
 LOCATION/RM #: Exterior Bldg 4 WO# 8431 ASSET# 1629 START TIME: 9:30 FINISH TIME: 9:40

MECHANIC SIGNATURE:  DATE: 6/3/19

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"/>	<u>Signed + dated maintenance Record Tag</u>
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"/>	
3	Ensure proper grease disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Remove lid. If the trap is equipped with removable baffles, remove them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all clean</u>
6	Make sure the flow restrictor on the inflow pipe is present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>clean</u>
7	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
8	Replace lid and baffles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Return (or fill) water to grease trap	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No water in Trap/unit in use</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 Technician

## Additional Notes:

*Kitchen Grease Trap not in use at location*