

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

EAC ID Building: Upper Marlboro MD060 Date of Visit: 1/15/19

Contractor Personnel on Site:

1. Patrick Donovan

4.

5.

5.

6.

6.

Work Performed:

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

5. LIST WORK: 7113, 7114 + ~~7085~~ 7085

6. Manual gates, Circulating pumps, Overhead doors
Flood lights

8.

CERTIFICATION OF WORK

To be signed by the Contractor: Patrick Donovan

Print Name:

Date:

1/15/19

Signed:



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: Patrick S. DeC...

Date: 2/19/2018

Signed:



E-Mail:

patrick.s.deC...@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Upper Marlboro MD016
LOCATION/RM #: Boiler Room WO# 7113 ASSET # 2036

MECHANIC SIGNATURE: [Signature] DATE: 1/15/19
START TIME: 10:45 FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (If task completed, 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"/>	<input type="checkbox"/>	<u>Maintenance Record Tag Suggested</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	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"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>no leaks visible</u>
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>in line pump all right</u>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: Upper Marlboro MD 20746MECHANIC SIGNATURE: [Signature]DATE: 11/15/19LOCATION/RM #: Exterior WO# 7113 ASSET # 2038 2039START TIME: 10:00FINISH TIME: 10:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE, 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"/>		
TO BE PERFORMED AT FACILITY INSPECTION SERVICE				
GATES				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	<input checked="" type="checkbox"/>		<u>Good</u>
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>		<u>Good</u>
3	Inspect center gate support rollers and lubricate as required.	<input checked="" type="checkbox"/>		<u>Good</u>
4	Clean roller track of any debris.	<input checked="" type="checkbox"/>		<u>Done</u>
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>		<u>Good</u>
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>		<u>all clear</u>
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>		<u>Good</u>
8	Check hold open devices for proper operation. Lubricate as required.	<input checked="" type="checkbox"/>		<u>Slide Gate / swing gate as hold open devices found</u>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (IF TASK COMPLETION CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
4	Treat with galvanized protectant where rust has developed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Rust Visible
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Good
6	Check that shrubs and trees are pruned clear of fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Upper Marlboro MD 2016MECHANIC SIGNATURE: [Signature]DATE: 11/15/19LOCATION/RM #: Kitchen Hall WO# 7113ASSET # 204142042START TIME: 9:20FINISH TIME: 9:50

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"/>	<u>Wait. Record Tag Sign-off done</u>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done Good</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>N/A none located</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>all good</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>Good</u>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</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

1 of 1 page

Additional Notes: Asst # 2040Trail Hall, door works Good.# 2041 located in Kitchen# 2042 Kitchen Condensed & Shifters locked.

Page 1 of 1