

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

EACH Building: Upper Marlboro MDO16 Date of Visit: 3/8/19

Contractor Personnel on Site:

1. Patrick Donovan

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

6. \_\_\_\_\_

**Work Performed:**

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

1. LIST WORK: 7679, 7772, 7830, 7555, 7632, 7836  
2. Circulating Pumps, Unit Heaters, Mini Split Systems,  
3. Condensing unit, Flood light, Overhead Vehicle Exhaust  
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 3/8/19

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: Richard C Parker CTR

Date: 20190308

Signed: [Signature]

E-Mail: Richard.C.Parker8.ctr@nmi.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Upper Harbor #12016

MECHANIC SIGNATURE: [Signature] DATE: 3/7/19

LOCATION/RM #: Mechanical Room WO# 7679 ASSET # See notes

START TIME: 9:25 FINISH TIME: 10:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS
		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"/>	
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 REGULAR 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"/>	done
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no leaks visible
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all tight
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good/good
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good tight

*Signed & dated all Maint Record Tabs*

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 # 1643

1644 ✓ Asset # 1647 ✓  
1645 ✓ # 1648 ✓  
1646 ✓ # 1649 ✓