PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FACILITY Building: Riverdale MD020 Date of Visit: 3/13/19

Contractor Personnel on Site:

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

Work Performed:

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

LIST WOs 7504, 7644, 7842, 7648, 7739
Lightning Rod, Grease Trap, Hot water Pumps, Baseboard Radiators
Electric Heaters, Mini Splits, overhead vehicle Exhaust System,
Radiant Heaters, Gas heaters

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 3/13/19

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: Clayton A. White, LTC Date: 20190313

Signed

E-Mail clayton.a.white.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

RADIANT BASEBOARDS/CONVETORS (STEAM, HOT WATER, OR ELECTRIC)

SITE AND BLDG #: Riverdale MD020

MECHANIC SIGNATURE: [signature]

DATE: 3/13/19

LOCATION/RM #: Hall st Corridors WO# 7644 ASSET # see notes

START TIME: 8:35

FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	[illegible]			
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.	✓		
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.	✓		
	[illegible]	✓		
1	Check radiator valve for free turning and seating. Check packing.	✓		all good
2	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.	✓		done
3	Check housing, braces, supports, hangers, and hardware for signs of deterioration or damage.	✓		all good
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	✓		all good
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	✓		done
6	For hot water radiators, check air bleed valve.	✓		done / good
7	Wire brush and treat with rust inhibitor all rusted areas.	✓		done / good
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	✓		done
9	Vacuum out finned tube area and interior housing.	✓		done
10	Clean and replace covers or wall panels and caulk wall panels as required. Clean work area.	✓		done

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 discription of the deficiency.

To be perfomed by: General Maintenance Worker Inspected all, all in good shape

Additional Notes:

Asset # 2074 ✓
2075 ✓
2076 ✓
2078 ✓
2079 ✓

CM Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Riverdale MD020

MECHANIC SIGNATURE: [signature] DATE: 3/12/19

LOCATION/RM #: Mechanical Room WO# 7644 ASSET # see notes

START TIME: 9:30 FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
SPECIAL INSTRUCTIONS				
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.	✓		Maintenance Record Tags Signed + dated
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.	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	✓		done
2	Inspect couplings and check for any pump seal leaks.	✓		all good
3	Check motor mounts and vibration pads	✓		in line props. all good
4	Tighten all pump flanges.	✓		done
5	Visually check pump alignment and coupling	✓		done
6	Inspect electrical connections	✓		done

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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

Asset # 1655 ✓
1657 ✓
#1666 ✓
1668 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Riverdale MD020 MECHANIC SIGNATURE: [signature] DATE: 3/11/19

LOCATION/RM #: outside Kitchen WO# ~~7644~~ 7644 ASSET # 1551 START TIME: 10:15 FINISH TIME: 10:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		
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.	✓		Trap/Kitchen is not in use.
3	Insure proper grease disposal.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	✓		done
2	Remove lid. If the trap is equipped with removable baffles, remove them.	✓		done
3	Make sure the flow restrictor on the inflow pipe is present.	✓		done
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		done
5	Replace lid and baffles.	✓		done
6	Return (or fill) water to grease trap	✓		done
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	✓		done

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 discription of the deficiency.

To be perfomed by: General Maintenance Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: Riverdale MD020 MECHANIC SIGNATURE: [signature] DATE: 3/11/19

LOCATION/RM #: Rm 124 WO# 7644 ASSET # 2077 START TIME: 9:15 FINISH TIME: 9:30

CHECK (✓) WHEN FINISHED	QUALITY INSPECTION	PASS	FAIL	MAINTENANCE NOTES (NOTE ANY DEFICIENCIES AND RECOMMENDED REPAIRS)
	SAFETY			
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.	✓		
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.	✓		
	TO BE PERFORMED BY HVAC TECHNICIAN			
1	Check heater coils and assocoated piping for leaks or corrision.	✓		all good w/o leaks visible
2	Clean heating coil. Brush vaccum where accessible.	✓		Brushed off
3	Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections.	✓		all good
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓		good
5	Check motor and fan shaft bearings for noise, vibraton, overheating; lubrucate bearings.	✓		good
6	Verify proper control by modulating the thermostat through complete cycle.	✓		good
7	Inspect unit for proper operation.	✓		good
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		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 discription of the deficiency.
To be perfomed by: HVAC Technician
Additional Notes: