CERTIFICATION OF WORK

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

FACID/Building: Riverdale MD020 Date of Visit: 6/14/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 8895, 8892, 8936, 8961, 8937/ Fan Coils, Exhaust fans, Water Tank, Hot water pumps, Radiators, Electric Heaters, Vehicle Exhaust, Radiant Heaters

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: _____

Signed: _____

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: NATHAN RIGNEY Date: 6/14/19

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Riverdale MD020 | MECHANIC SIGNATURE: [signature] | DATE: 6/19/19

LOCATION/RM #: Mechanical Room WO# 8936 ASSET # See notes | START TIME: 1:20 | FINISH TIME: 2:10

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.	✓		Signed + dated all Maint. Record Tags
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.	✓		
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	✓		all good
4	Tighten all pump flanges.	✓		done
5	Visually check pump alignment and coupling	✓		done
6	Inspect electrical connections	✓		all 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: General Maintenance Worker

Additional Notes: Pumps are shut down due to Bldg. Vacant + Boiler/chiller shut down.

1655 ✓ 1657 ✓

1656 ✓ 1658 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

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

SITE AND BLDG #: Riverdale MD020 MECHANIC SIGNATURE: [signature] DATE: 6/10/19

LOCATION/RM #: Throughout Bldg #1 WO# 8936 ASSET # see notes START TIME: 11:30 FINISH TIME: 1:15

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.	✓		done
4	Check temperature or flow controls, shutoff valves, vents and traps for proper operation.	✓		done
5	If radiator has automatic temperature regulating valve, remove valve cover and remove dirt by vacuuming.	✓		all good
6	For hot water radiators, check air bleed valve.		✓	units have bleed valve. OFF due to Empty Bldg.
7	Wire brush and treat with rust inhibitor all rusted areas.			
8	Check coils, piping, and fin material for damage, leaks or looseness. Straighten finned material as necessary.	✓		done/no leaks visible
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/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: General Maintenance Worker

Additional Notes: units not in use due to Bldg. Vacated

2078 ✓ 2074 ✓

2079 ✓ 2075 ✓

2076 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: Riverdale MD020

MECHANIC SIGNATURE: [signature]

DATE: 6/10/19

LOCATION/RM #: Rm 107 WO# 8936 ASSET # 2077

START TIME: 10:55

FINISH TIME: 11:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	TASK COMPLETED NO	NOTES/ACTIONS (IF TASK NOT COMPLETED INDICATE REASON FOR 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.	✓		
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.	✓		
	PERFORM THE FOLLOWING PREVENTATIVE MAINTENANCE	✓		
1	Check heater coils and assocoated piping for leaks or corrision.	✓		good/no leaks visible done
2	Clean heating coil. Brush vaccum where accessible.	✓		
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.	✓		all 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.	✓		done/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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GREASE TRAP

SITE AND BLDG #: Riverdale MD020

MECHANIC SIGNATURE: [signature]

DATE: 6/10/19

LOCATION/RM #: Exterior of Kitchen WO# 8936 ASSET # 1551

START TIME: 10:00

FINISH TIME: 10:15

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.	✓		
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.	✓		OK
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: Kitchen was not in use before Building Vacated