

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

FACID Building: *Riverdale MD020* Date of Visit: *12/14/18*

Contractor Personnel on Site:

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

Work Performed:

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

5. FIRST WORK *6784, 6800, 6785* Hot Water
6. *Pumps, Grease Trap, Baseboard radiators, Electric Heater, Fan Coils, overhead exhaust removal, Infrared Radiant Heaters*

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan* Date: *12/14/18*
Signed: *[Signature]*

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: *BRITTANY MARIE PRATT /SGT* Date: *2018 Q14*
Signed: *[Signature]*
E-Mail: *brittany.m.devlin.mil@mail.mil*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, ELECTRIC

SITE AND BLDG #: Riverville MD 2020

LOCATION/RM #: Rm 4 WO# 6784 ASSET # 2077

MECHANIC SIGNATURE: John Ross

DATE: 12/14/18

START TIME: 2:40

FINISH TIME: 2:55

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"/>	
1	Check heater coils and associated piping for leaks or corrosion.	<input checked="" type="checkbox"/>	<i>No Corrosion</i>
2	Clean heating coil. Brush vacuum where accessible.	<input checked="" type="checkbox"/>	<i>Brushed off</i>
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.	<input checked="" type="checkbox"/>	<i>all good</i>
4	Inspect fan for bent blades, unbalance, excessive noise and vibration.	<input checked="" type="checkbox"/>	<i>Clean</i>
5	Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	<input checked="" type="checkbox"/>	<i>Clean</i>
6	Verify proper control by modulating the thermostat through complete cycle.	<input checked="" type="checkbox"/>	<i>done</i>
7	Inspect unit for proper operation.	<input checked="" type="checkbox"/>	<i>Clean</i>
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	<input checked="" type="checkbox"/>	<i>Clean</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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Riverdale MD20

LOCATION/RM #: Basement **WO #:** 6784 **ASSET #:** 561002

MECHANIC SIGNATURE: J. D. Doss **DATE:** 12/14/18

START TIME: 11:45 **FINISH TIME:** 12:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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.	✓		
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.	✓		<i>lubed & sealed</i>
2	Bearings require lubrication atleast annually.	✓		<i>Good no leaks visible</i>
3	Inspect couplings and check for any pump seal leaks.	✓		<i>in line pumps all good</i>
4	Check motor mounts and vibration pads	✓		<i>check</i>
5	Tighten all pump flanges.	✓		<i>check</i>
6	Visually check pump alignment and coupling	✓		<i>check</i>
	Inspect electrical connections	✓		<i>Good</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

Additional Notes:

Asset# 1655 - pump out of service

1656 #01 Good

1656 #02 Good

Asset# 1657 Good

1658 Good

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GREASE TRAP

SITE AND BLDG #: Riverdale MD 2020

MECHANIC SIGNATURE: John **DATE:** 12/14/18

LOCATION/RM #: Exterior of Kitchen **WO#** 6784 **ASSET #** 1551

START TIME: 12:45 **FINISH TIME:** 12:55

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"/>	
3	Insure proper grease disposal.	<input checked="" type="checkbox"/>	
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	<input checked="" type="checkbox"/>	
2	Remove lid. If the trap is equipped with removable baffles, remove them.	<input checked="" type="checkbox"/>	
3	Make sure the flow restrictor on the inflow pipe is present.	<input checked="" type="checkbox"/>	
4	If damaged, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	<input checked="" type="checkbox"/>	
5	Replace lid and baffles.	<input checked="" type="checkbox"/>	
6	Return (or fill) water to grease trap.	<input checked="" type="checkbox"/>	
7	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 checked="" type="checkbox"/>

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:

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

SITE AND BLDG #: Riverdale MD20

LOCATION/RM #: Hallway B1 WO# 6784

ASSET # see notes

MECHANIC SIGNATURE: John Lewis **DATE:** 12/14/18

START TIME: 1:00 **FINISH TIME:** 2:10

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

Additional Notes: Asset# 2074

2075

2076