

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

FAC ID Building: *Rockville MPO21* Date of Visit: *1/9/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

5.

5.

6.

6.

**Work Performed:**

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

7. LIST WO# *7119, 7120, 7121*  
8. *Manual Swing Gates, Overhead doors*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *1/9/19*

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: *SS Rhoads*

Date: *1/9/19*

Signed: *[Signature]*

E-Mail: *stephen.j.rhoads.civ@mail.mil*

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: Rockville MD 20821

MECHANIC SIGNATURE: [Signature]

DATE: 1/4/19

LOCATION/RM #: Exterior Perimeter WO# 7119 ASSET # Sec Notes

START TIME: 9:30

FINISH TIME: 10:30

CHECK POINT	CHECK POINT 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"/>		
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 COMPLETED AT EACH INSPECTION SERVICE				
GATES				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	<input checked="" type="checkbox"/>		all good
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>		all good
3	Inspect center gate support rollers and lubricate as required.		N/A	Rollers Manual Gate Swing Gate
4	Clean roller track of any debris.		N/A	No Roller Tracks Manual Gate Swing Gate
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>		all good
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>		all good/clear
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>		all good/clear
8	Check hold open devices for proper operation. Lubricate as required.		N/A	No hold open devices

Asset # 2113 ✓ Good

# 2116 ✓ Good

# 2114 ✓ Good

# 2117 ✓ Good

# 2115 ✓ Good

# 2118 only auto Gate on site. all good.

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED IS CHECKED, NO NEED 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"/>	all good
2	Check wire and anchor point: re-stretch and re-anchor if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all 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"/>	all clear
6	Check that shrubs and trees are pruned clear of fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all clear

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 #: 17021 Rockville

MECHANIC SIGNATURE: [Signature]

DATE: 1/4/19

LOCATION/RM #: Sec Notes WO# 7119 ASSET # Sec Notes

START TIME: 10:40

FINISH TIME: 11:40

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"/>		
1039 PERFORMED BY: [Signature] INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>		<u>Done</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"/>		<u>all 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"/>	<u>N/A</u>
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		<input checked="" type="checkbox"/>	<u>N/A</u>
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>		<u>done. Good</u>
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		<input checked="" type="checkbox"/>	<u>N/A</u>
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>		<u>done</u>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		<u>done</u>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>		<u>done</u>
10	Clean up and remove all debris.	<input checked="" 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

Additional Notes: Asset # 2119 (Drill Hall)

# 2121 (Kitchen)

# 2120 (Kitchen)