

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

Contractor Personnel on Site:

2.

1. CSS#

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3. CSS#

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GREASE TRAP

SITE AND BLDG #:

*Rockville 412021*MECHANIC  
SIGNATURE:

DATE:

*9/18/19*

LOCATION/RM #:

*Office  
Kitchen*

WO#

*11308*

ASSET #

*1556*START TIME: *10:30*FINISH TIME: *10:40*

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

Additional Notes: *Minimal grease in Trap.*

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #:

Rockville MD001

MECHANIC  
SIGNATURE:


DATE: 9/18/19

LOCATION/RM #:

Mechanical Room

WO#

10308 ASSET # 1559-1562

START TIME:

10:45

FINISH TIME:

11:40

CIRCULATING PUMPS		BOOSTER PUMPS	
1	2	3	4
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"/>	
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"/>	
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	Done on non-scaled pumps
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	Done / no leaks visible
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	Done / several pumps in-line pumps
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	Done
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	Done
6	Inspect electrical connections	<input checked="" type="checkbox"/>	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 description of the deficiency.

To be performed by: General Maintenance Worker  
Additional Notes:

1559

✓

1569

✓

1560

✓

1562

✓

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXPANSION TANKS

SITE AND BLDG #:

Rockville MD 2081

MECHANIC  
SIGNATURE:


DATE:

9/1/19

LOCATION/RM #:

Mechanical Room

WO# 10308

ASSET #

1663

START TIME:

11:45

FINISH TIME:

12:00

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"/>	
1	Examine exterior of tank including fittings and valves for leaks, signs of corrosion, and correct as needed.	<input checked="" type="checkbox"/>	Done
2	Test air pressure in tank. Insure air pressure is at correct PSI. (Correct as needed).	<input checked="" type="checkbox"/>	Done

Note: The technician shall perform any repairs identified during PMI up to \$250 (direct labor and direct material cost) per PMI 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 CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: Rockville MP221  
 LOCATION/RM #: Mechanical Room WO# 10308 ASSET # 1664

MECHANIC SIGNATURE: [Signature] DATE: 9/1/19  
 START TIME: 12:08 FINISH TIME: 12:15

CHECK POINT	CHECKPOINT 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 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"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check physical condition of feeder. Clean and/or repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / good</u>
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done / good / no leaks visible</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:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST WATER SOFTENER

ACTIVITY AND BLDG #: Radville MP2021MECHANIC SIGNATURE: [Signature]DATE: 9/19/19LOCATION: Nedwood RoomSTART TIME: 1:05FINISH TIME: 1:40

CHECK POINT	CHECKPOINT 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 to.	<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions.	<input checked="" type="checkbox"/>		
3	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>		
4	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"/>		
<b>TO BE COMPLETED AT EACH INSPECTION SERVICE</b>				
1	Drain the tank. a. Examine the exterior of the tank including fittings, gauges, manholes, and handholes for signs of leaks or corrosion. Repair as necessary. b. Inspect structural supports and insulation or coverings for defects or deterioration. c. Open the tank and remove rust or chemical deposits from interior tank surfaces. d. Remove and clean all spray nozzles. e. Inspect the interior of the tank for pitting, cracks, and other defects.		N/A	
2	<b>Lime Water Softener</b> f. Dismantle vacuum breakers. Inspect stem, valve seat and spring. Repair as required. g. Inspect, clean, and flush the nozzle ring. h. Remove vent condenser heads and clean the tubes. i. Inspect and clean the sight glass, level indicators, and level controllers.		N/A	
3	<b>Zeolite Water Softener</b> j. Check the filter bed for proper level k. Take samples of the resin according to manufacturer's instructions and send to a lab for analyses.		N/A	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASKS COMPLETED, CHECKED BY PROVIDER AND EVALUATOR)
		YES	NO	
4	Anthracite Water Softener. 1. Check the filter bed for proper level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*, October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

val is turning fine + salt hopper is full

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
UNIT HEATER, INFRARED, RADIANT, GAS

SITE AND BLDG #: Rockville MT 2081 MECHANIC SIGNATURE: [Signature] DATE: 9/1/19  
LOCATION/ROOM #: 211 Hall WO# 10308 ASSET # 2106 START TIME: 1:45 FINISH TIME: 2:50

		DATE	TIME
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.	✓	
1	For gas/oil heaters: 1. Remove access panels if applicable. 2. Check the fire box liner or refractory for cracks and leaks. 3. Check all gas lines for leaks. Repair as needed.	✓	<u>Done</u>
2	Clean dirt from heater, vacuuming is preferred.	✓	<u>clean/good</u>
3	Check operation of gas valve.	✓	<u>no leaks detected</u>
4	Check for gas leaks.	✓	<u>Good</u>
5	Check operation of thermostat.	✓	<u>Good</u>
6	If applicable, replace primary air intake filter.	N/A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	N/A	
8	Inspect flue pipe and connections.	✓	<u>all good</u>
9	If applicable, inspect and clean outside air blower and blower intake.	N/A	
10	Inspect unit for proper operation.	✓	<u>Good</u>
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓	<u>close</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: HVAC Technician  
Additional Notes:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST AIR CURTAIN

SITE AND BLDG #:

Rockville MP021

MECHANIC  
SIGNATURE:

*[Signature]*

DATE:

9/19/19

LOCATION/RM #:

Kitchen

WO#

10308

ASSET #

2107

START TIME:

9:30

FINISH TIME:

9:50

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"/>			
1	Disconnect the power to the unit.	<input checked="" type="checkbox"/>			
2	Remove the intake grille by removing all screws around the edges.	<input checked="" type="checkbox"/>			
3	Vacuum and wash (if necessary) to remove the buildup of dirt and debris.	<input checked="" type="checkbox"/>			
4	If necessary, lubricate the motors.	<input checked="" type="checkbox"/>			
5	Reinstall the cover and intake grille.	<input checked="" type="checkbox"/>			
6	Verify proper operation of unit. Make and/or recommend any needed repairs.	<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 Worker

Additional Notes: