CERTIFICATION OF WORK

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

FACID/Building: Alexandria VA002 Date of Visit: 12/19/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 11358, 11347, 11363, 11326 PTac Filters + PM's, Pumps vehicle exhaust, lights Mini splits

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: 12/19/19

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: MARQUITA Y. GIVENS CW2, JA Legal Administrator Date: 19 Dec 19

Signed: _____

E-Mail: marquita.y.givens.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature] DATE: 12/4/19

LOCATION/RM #: Mechanical Room WO# 11356 ASSET # See notes

START TIME: 9:00 FINISH TIME: 9:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	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.-Report any leaks	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	✓		See notes
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/good
5	Visually check pump alignment and coupling -Report unusual vibration	✓		done/good
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:

Asset # 1659 Sealed

#1660 A Lubed
" " B Lubed

#1661 A Sealed
" " B Sealed
" " C Sealed

#1662 Lubed

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GLYCOL TANK

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 12/4/19

LOCATION/RM #: Mechanical Room WO# 11356 ASSET # 1664

START TIME: 9:55

FINISH TIME: 10:05

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	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 AT EACH INSPECTION SERVICE			
1	Examine exterior of tank, including fittings, gauges, structural supports, manholes, and handholes for leaks, signs of corrosion, or other defects.	✓		all good
2	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.		✓	No sight glass
3	Check condition of agitators and/or float assemblies.		✓	No float assembly
4	If applicable, clean strainer(s).		✓	No strainer located
5	Clean up work site.- Report any issues	✓		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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXPANSION TANKS

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 12/4/19

LOCATION/RM #: Mechanical Room WO# 11356 ASSET # 1663

START TIME: 10:05

FINISH TIME: 10:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	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 AT EACH INSPECTION SERVICE			
1	Examine exterior of tank including fittings and valves for leaks, signs of corrosion, and correct as needed.	✓		
2	Insure level is between 1/2 and 3/4 sight glass . Correct as needed.		✓	No sight glass on tank

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

WATER SOFTENER

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/4/19

LOCATION/RM #: Mechanical Room WO# 11356 ASSET # 1665 + 1666 START TIME: 10:15 FINISH TIME: 10:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		Done
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Drain the tank. a. Examine the exterior of the tank including fittings, gauges, manholes, and handholes for signs of leaks or corrosion. 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. Inspect the interior of the tank for pitting, cracks, and other defects.	✓		all good
2	**Lime Water Softener** 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	**Zeolite Water Softener** j. Check the filter bed for proper level	✓		good
4	**Anthracite Water Softener.** k. Check the filter bed for proper level		N/A	

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/4/19

LOCATION/RM #: Drill Hall WO# 11356 ASSET # 2106 START TIME: 10:35 FINISH TIME: 11:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	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 AT EACH INSPECTION/SERVICE			
1	For gsa/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.			
2	Clean dirt from heater, vacuuming is preferred.	✓		done/good
3	Check operation of gas valve.	✓		good
4	Check for gas leaks.	✓		No leaks detected
5	Check operation of thermostat.	✓		done/good
6	If applicable, replace primary air intake filter.		N/A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		not req'd
8	Inspect flue pipe and connections.	✓		done/good
9	If applicable, inspect and clean outside air blower and blower intake.		N/A	
10	Inspect unit for proper operation.	✓		done/good
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/4/19

LOCATION/RM #: Kitchen WO# 11356 ASSET # 2107 START TIME: 11:15 FINISH TIME: 11:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	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 AT EACH INSPECTION SERVICE			
1	Check heater coils and assocoated piping for leaks or corrision.		✓	Electric heater / no leaks
2	Clean heating coil. Brush vaccum where accessible.	✓		done / good
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.	✓		done / good
6	Verify proper control by modulating the thermostat through complete cycle.	✓		done
7	Inspect unit for proper operation.and associated T-Stat	✓		done
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		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: HVAC Technician

Additional Notes: This is for a door Heater located in kitchen. Cleaned + works great.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 12/ /19

LOCATION/RM #: Exterior of Kitchen WO# 11356 ASSET # 1556

START TIME: 115

FINISH TIME: 1145

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	Insure proper grease disposal.-Tanks are pumped by local septic companies	✓		
	TO BE PERFORMED AT EACH INSPECTION/SERVICE			
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.	✓		Noted
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. -In Maximo under WO#	✓		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: