CERTIFICATION OF WORK

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

FACID/Building: Rockville MD021 Date of Visit: 3/11/20

Contractor Personnel on Site:

1. Patrick Donovan 2.

Work Performed:

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

1. 11813, 11857, 11876, 11897, 11858, 11877 Fan coil units, Filters, Hot water pumps, Expansion Tank, Glycol feeder, Water Softners, Heaters, Vehicle Exhaust.

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: 3/11/20

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: Richard Chuck/GS09 Date: 11/MAR20

Signed:

E-Mail: richard.a.chuck.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GREASE TRAP

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 3/6/20

LOCATION/RM #: Exterior of Kitchen WO# 11857 ASSET # 1566

START TIME: 1:45

FINISH TIME: 2:00

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.	✓		
3	Make sure the flow restrictor on the inflow pipe is present.	✓		
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		
5	Replace lid and baffles.	✓		
6	Return (or fill) water to grease trap	✓		
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#	✓		

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: Shroud some grease can needs to be cleaned

~~DO EA~~

Service Ticket created

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR CURTAIN

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 3/9/20

LOCATION/RM #: kitchen WO# 11857 ASSET # 2107

START TIME: 10:00

FINISH TIME: 10:20

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	Disconnect the power to the unit.	✓		Done
2	Remove the intake grille by removing all screws around the edges.	✓		Done
3	Vacuum and wash (if necessary) to remove the buildup of dirt and debris.	✓		Done/good
4	If necessary, lubricate the motors.	✓		Done
5	Reinstall the cover and intake grille.	✓		Done
6	Verify proper operation of unit. Make and/or recommend any needed repairs.	✓		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

UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 3/9/20

LOCATION/RM #: Drill Hall WO# 11857 ASSET # 2106

START TIME: 9:05

FINISH TIME: 9:55

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.	✓		No leaks detected
2	Clean dirt from heater, vaccuming is preferred.	✓		done
3	Check operation of gas valve.	✓		done/good
4	Check for gas leaks.	✓		No leaks detected
5	Check operation of thermostat.	✓		all good
6	If applicable, replace primary air intake filter.		N/A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		good
8	Inspect flue pipe and connections.	✓		all good
9	If applicable, inspect and clean outside air blower and blower intake.		N/A	
10	Inspect unit for proper operation.	✓		all good
11	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
CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature] DATE: 3/6/20

LOCATION/RM #: Mechanical Room WO# 11857 ASSET # 1664

START TIME: 10:25 FINISH TIME: 10:35

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 physical condition of feeder. Clean and/or repair as needed.	✓		Done
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.	✓		Done/no leaks visible

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: 3/6/20

LOCATION/RM #: Mechanical Room WO# 11857 ASSET # 1663 START TIME: 10:05 FINISH TIME: 10:20

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.	✓		done/all good
2	Insure level is between 1/2 and 3/4 sight glass . Correct as needed.		N/A	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

CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 3/5/20

LOCATION/RM #: Mechanical Room WO# 11857 ASSET # See Notes START TIME: 9:20 FINISH TIME: 10:00

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	✓		Done / good
2	Inspect couplings and check for any pump seal leaks.	✓		Done / no leaks detected
3	Check motor mounts and vibration pads	✓		Done / all good
4	Tighten all pump flanges.	✓		Done / good
5	Visually check pump alignment and coupling -Report unusual vibration	✓		Done
6	Inspect electrical connections	✓		Done / 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 ✓
1660 ✓
1661 ✓
1662 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

WATER SOFTENER

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE: [signature]

DATE: 3/9/20

LOCATION/RM #: Mechanical Room WO# 11857 ASSET # 1665+1666

START TIME: 9:05

FINISH TIME: 9:25

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	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.	✓		
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.			
3	**Zeolite Water Softener** j. Check the filter bed for proper level	✓		
4	**Anthracite Water Softener.** k. Check the filter bed for proper level	✓		

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: