PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FACID Building: Rockville MD021 Date of Visit: 12/19/18

Contractor Personnel on Site:

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

Work Performed:

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

5. LIST WO# 6786, ~~6805~~ 6801, 6787
6. Grease Trap, Hot water pumps, Expansion tank, Glycol feeder, Water Softner, Radiant Heaters, Door Heaters
8. fan Coils, Vehicle Exhaust.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 12/19/18

Signed:

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: MSgt Cintron, Jennifer Date: 12/19/18

Signed

E-Mail jennifer.m.cintron.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/17/18

LOCATION/RM #: outside kitchen WO# 6786 ASSET # 1556 START TIME: 11:05 FINISH TIME: 1120

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.	✓		
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	Insure proper grease disposal.	✓		
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	✓		Done
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.	✓		Good
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		
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.	✓		

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: ~~Stick~~ Stick Tested trap and found no grease

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/17/18

LOCATION/RM #: Boiler Room WO# 6786 ASSET # 1664 START TIME: 10:50 FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check physical condition of feeder. Clean and/or repair as needed.			Not in use
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.			

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: 12/17/18

LOCATION/RM #: Boiler Room WO# 6786 ASSET # 1663 START TIME: 10:30 FINISH TIME: 10:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		Signed+dated Maint. Record Tag
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.	✓		
	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.	✓		looks good. No leaks
2	Test air pressure in tank. Ensure air pressure is at correct PSI. Correct as needed.		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: 12/19/18

LOCATION/RM #: Drill Hall WO# 6786 ASSET # 2106 #01-#04 START TIME: 1:15 FINISH TIME: 2:00

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 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.	✓		Signed + dated all Maintenance Tags
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.	✓		Done
2	Clean dirt from heater, vaccuming is preferred.	✓		Clean
3	Check operation of gas valve.	✓		Good
4	Check for gas leaks.	✓		No leaks detected
5	Check operation of thermostat.	✓		Good
6	If applicable, replace primary air intake filter.		N/A	
7	As needed, clean spark electrode and reset gap, replace if necessary.	✓		Done
8	Inspect flue pipe and connections.	✓		Good
9	If applicable, inspect and clean outside air blower and blower intake.	✓		Good / Clean
10	Inspect unit for proper operation.	✓		2 are in alarm
11	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

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:

#1 Good

#2 Good

3 in alarm / need CSS Ticket

#4 " "

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/18/15

LOCATION/RM #: Boiler Rm. WO# 6786 ASSET # see notes START TIME: 9:00 FINISH TIME: 9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		Signed + dated all Maint. Record Tags
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. Bearings require lubrication atleast annually.	✓		Lubed/oiled pumps
2	Inspect couplings and check for any pump seal leaks.	✓		No leaks visible
3	Check motor mounts and vibration pads	✓		Good
4	Tighten all pump flanges.	✓		Done
5	Visually check pump alignment and coupling	✓		Good
6	Inspect electrical connections	✓		all tight

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 #01 Pump down

#02 ✓

#1661 #01 ✓

#02 ✓

#03 ✓

Asset #1662 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CURTAIN

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/17/14

LOCATION/RM #: Kitchen WO# 6786 ASSET # 2107 START TIME: 10:15 FINISH TIME: 10:30

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.	✓		
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.	✓		Signed + dated Maint. Record Tag
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.	✓		Brushed out
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.	✓		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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WATER SOFTENER

ACTIVITY AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 12/17/18

LOCATION: Boiler Room WO# 6786 Asset# 1665+1666 START TIME: 11:00 FINISH TIME: 11:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO*	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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	Review manufacturer's instructions.	✓		
3	Schedule shutdown with operating personnel.	✓		
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.	✓		Signed + Listed Maint Rec. Tag
	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. 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.	✓		All looks 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 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 TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
4	**Anthracite Water Softener.** 1. Check the filter bed for proper level	✓		done

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: