

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: *3/18/19*

Contractor Personnel on Site:

Patrick Donovan

4.

5.

6.

7.

Work Performed:

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

- 8. ~~LIST WOB~~ *7652, 7743, 7847, 7656, 7747*
- 6. *Grease Trap, Hot Water Pumps, Expansion Tank, Glycol Feeder, Water Softeners, Infrared Heaters, Pool Heater, Unit Heater/AC, Rooftop Package unit, Mini Split, Vehicle Exhaust, Gas Heaters*
- 8. *Rooftop Package unit, Mini Split, Vehicle Exhaust, Gas Heaters*

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *3/18/19*

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: *Mrs. Anton, Jennifer* Date: *3/18/19*

Signed: *[Signature]*

E-Mail: *Jurnetjrst@yahoo.com*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, INFRA-RED, RADIANT, GAS

SITE AND BLDG #:

Parkville MT 021

LOCATION/RM #:

Pill Hall wo# 7652 ASSET # 2106

MECHANIC SIGNATURE:

[Signature]

START TIME:

12:45

FINISH TIME:

1:20

DATE:

3/14/19

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.			
2	Clean dirt from heater, vaccumming is preferred.			
3	Check operation of gas valve.			
4	Check for gas leaks.			
5	Check operation of thermostat.			
6	If applicable, replace primary air intake filter.			
7	As needed, clean spark electrode and reset gap, replace if necessary.			
8	Inspect flue pipe and connections.			
9	If applicable, inspect and clean outside air blower and blower intake.			
10	Inspect unit for proper operation.			
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 description of the deficiency.

To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WATER SOFTENER

ACTIVITY AND BLDG #: Rockville MD21 **MECHANIC SIGNATURE:** John **DATE:** 2/1/19
LOCATION: Mechanic Room Wd#7652 Asst# 1666+1665 **START TIME:** 10:55 **FINISH TIME:** 11:30

CHECK POINT	CHIEF POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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	Review manufacturer's instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
	TO BE PERFORMED BY MAINTENANCE PERSONNEL			
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Sugest dated Maint Record page</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Good/ done</i>
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.	<i>W/A</i>	<input type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/REMARKS (Risk Score is Corrective to Avoid Exacerbation)
		YES	NO	
4	Anthracite Water Softener. i. Check the filter bed for proper level		✓	

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Rockville 47021

LOCATION/RM #: outside kitchen **WO#** 7652 **ASSET #** 1556

**MECHANIC
SIGNATURE:** Bob

DATE: 3/8/19

START TIME: 9:00 **FINISH TIME:** 9:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED 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.	✓		
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.			
2	Remove lid. If the trap is equipped with removable baffles, remove them.	✓		<u>done</u>
3	Make sure the flow restrictor on the inflow pipe is present.	✓		<u>done</u>
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		<u>OK.</u>
5	Replace lid and baffles.	✓		<u>done</u>
6	Return (or fill) water to grease trap	✓		<u>done</u>
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	✓		<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 Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #:

Rockville MD 20211MECHANIC
SIGNATURE:DATE: 3/19/19LOCATION/RM #: Mechanical Room WO# 7652 ASSET # See notesSTART TIME: 9:50FINISH TIME: 10:40

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS (IF TASKS NOT COMPLETED, 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"/>	<i>all maintenance Record tags Spineck dated</i>
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	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"/>	<input type="checkbox"/>	
NOTES / ACTIONS (IF TASKS NOT COMPLETED, PROVIDE EXPLANATION)				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done on pump that required lubrication no leaks visible</i>
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all good</i>
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done</i>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good</i>
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>alleged</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 Worker

Additional Notes:

*Asset # 1659**1660 #1 Pump not in use**# 2*

*#1 1/2 sealed
#3 sealed*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXPANSION TANKS

SITE AND BLDG #: Rockville MD021

LOCATION/RM #: Mechanics WO# 7652 **ASSET #** 1663

MECHANIC SIGNATURE: John L. B. **DATE:** 3/14/19

START TIME: 10:45 **FINISH TIME:** 10:55

ITEM #	CHECKLIST DESCRIPTION	INSPECTION		NOTES / COMMENTS
		INSPECTED	NOT INSPECTED	
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"/>	<i>Maintenance Record signed & dated</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 Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR CURTAIN

SITE AND BLDG #: Rockville MD 2021

MECHANIC
SIGNATURE: 

DATE: 3/4/19

LOCATION/RM #: Kitchen **WO#** 7652 **ASSET #** 2107

START TIME: 11:00

FINISH TIME: 11:45

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

Maintenance Record Tag signed & dated

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
CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: Rockville 47201
LOCATION/RM #: Mechanical Room WO# 7852 ASSET # 1664

MECHANIC SIGNATURE: *[Signature]* DATE: 3/15/19
START TIME: 11:00 FINISH TIME: 11:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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	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 PERFORMED BY EACH INSPECTION STAFF
1	Check physical condition of feeder. Clean and/or repair as needed.	<input checked="" type="checkbox"/>		<i>Good</i>
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.	<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:

Unit not being used now due to water test.