CERTIFICATION OF WORK

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

FACID/Building: Rockville MD021 Date of Visit: 6/21/19

Contractor Personnel on Site:

1. Patrick Donovan 2.

Work Performed:

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

1. 8860, 8893, 8938, 8952, 8894, 8939, 8895

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: 6/21/19

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: Joint Base SFC Date: 21 Jun 19

Signed:

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 6/17/19

LOCATION/RM #: Exterior of Kitchen WO# 8938 ASSET # 1556 START TIME: 11:10 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	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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
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.	✓		done
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.	✓		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 Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WATER SOFTENER

ACTIVITY AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 6/17/19

LOCATION: Mechanical Room Asset# 1665 + 1666 WO# 89338 START TIME: 1:45 FINISH TIME: 2:10

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.	✓		Salt level is good
	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.	✓		Done / 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 YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETED IS CHECKED NO, PROVIDE EXPLANATION)
4	**Anthracite Water Softener.** 1. Check the filter bed for proper level		N/A	

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
CHEMICAL BYPASS/POT FEEDER

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 6/17/19

LOCATION/RM #: Boiler Room WO# 8938 ASSET # 1664 START TIME: 1:15 FINISH TIME: 1:35

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.	✓		Good/Clean
2	Check valves for proper operation. Ensure no leaks are present and repair as needed.	✓		Good/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:

CMI Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 6/17/19

LOCATION/RM #: Boiler Room WO# 8938 ASSET # see notes START TIME: 11:45 FINISH TIME: 12:30

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 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.	✓		
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.	✓		
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	✓		done
2	Inspect couplings and check for any pump seal leaks.	✓		done
3	Check motor mounts and vibration pads	✓		all good
4	Tighten all pump flanges.	✓		done
5	Visually check pump alignment and coupling	✓		done/good
6	Inspect electrical connections	✓		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: General Maintenance Worker

Additional Notes:

1659 (1) ✓

1660 (2) ✓

1661 (3) ✓ (pumps off for Season)

1662 (1) ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
AIR CURTAIN

SITE AND BLDG #: Rockville MD021 MECHANIC SIGNATURE: [signature] DATE: 6/17/19

LOCATION/RM #: Kitchen WO# 8938 ASSET # 2107 START TIME: 10:45 FINISH TIME: 11:05

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.	✓		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.	✓		cleaned
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:** 6/17/19

LOCATION/RM #: Drill Hall **WO#** 8938 **ASSET #** 2106 **START TIME:** 9:45 **FINISH TIME:** 10:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ACTIONS
	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	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.	✓		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.	✓		good
8	Inspect flue pipe and connections.	✓		all good
9	If applicable. inspect and clean outside air blower and blower intake.	✓		done
10	Inspect unit for proper operation.	✓		done/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: