CERTIFICATION OF WORK

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

FACID/Building: White Plains MD066 Date of Visit: 1/24/2020

Contractor Personnel on Site:

1. Patrick Donovan 2.

Work Performed:

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

1. 11529, 11530, 11531, 11533, 11535

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: 1/24/2020

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: SFC WILLIAMS.D Date: 24 Jan 20

Signed:

E-Mail: david.c.williams2.mil@mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: White Plains MD066 MECHANIC SIGNATURE: [signature] DATE: 1/22/2020

LOCATION/RM #: Parking Lot WO# 11535 ASSET # 549-550+330 START TIME: 1:00 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.	✓		
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			
	GATES			
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓		Done
2	Check all locking devices. Lubricate as required.	✓		Done
3	Inspect center gate support rollers and lubricate as required.		N/A	Swing Gate
4	Clean roller track of any debris.		N/A	" "
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓		Done
6	Check for any obstructions that retard full swing or movement of the gate.	✓		Done
7	Check that shrubs and trees are pruned clear of gate.	✓		Done
8	Check hold open devices for proper operation. Lubricate as required.	✓		No hold open devices located

Asset# 330 Security Access barrier/Arm
Works fine

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	FENCES			
1	Check posts and corner posts, support guys, and horizontal bars between each support post.		N/A	
2	Check wire and anchor point; re-stretch and re-anchor if necessary.		N/A	
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.		N/A	
4	Treat with galvanized protectant where rust has developed.		N/A	
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).		N/A	
6	Check that shrubs and trees are pruned clear of fencing		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:

CM Management Inc.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DOOR KEYPAD (CARD READER)

SITE AND BLDG #: White Plains MD066 MECHANIC SIGNATURE: [signature] DATE: 1/22/2020

LOCATION/RM #: Bldg #1 WO# 11535 ASSET # see notes START TIME: 11:00 FINISH TIME: 12:20

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 proccdure(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	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation .	✓		Viewed all card reader Worked
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	✓		Done
3	Inspect and test the operation of device.-Observe unit in use	✓		Done /observed
4	Ensure proper protection of all visible wiring and conduits	✓		Done
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs .Notate in note Column	✓		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:

Asset# 331 ✓
332 ✓
333 ✓
334 ✓

Asset# 335 ✓
336 ✓
337 ✓
338 ✓ Phone
339 ✓ Phone

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CONDENSATE PUMP

SITE AND BLDG #: White Plains MD066

MECHANIC SIGNATURE: [signature]

DATE: 1/15/2020

LOCATION/RM #: Bldg #1 WO# 11535 ASSET #MD66-244

START TIME: 8:50

FINISH TIME: 9:10

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 FACILITY/ACTION SERVICE			
1	Open pump and Wash and clean pump. IF applicable. If pump is used in a dirty environment or is pumping something other than clear condensate water, the tank should be removed and cleaned.	✓		Done
2	Pour enough water into the tank to activate the pump.	✓		Done/good
3	Ensure that the pump is in proper working condition. Recommend repair or replacement as needed.	✓		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
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: White Plains MD066 MECHANIC SIGNATURE: [signature] DATE: 1/15/2020

LOCATION/RM #: Mechanical Room WO# 11535 ASSET # MP66-[illegible]169 MP66-[illegible]170 START TIME: 9:45 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	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 (DAILY)			
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	✓		Done
2	Inspect couplings and check for any pump seal leaks.	✓		Done / no leaks
3	Check motor mounts and vibration pads	✓		Done / good
4	Tighten all pump flanges.	✓		Done
5	Visually check pump alignment and coupling -Report unusual vibration	✓		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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: White Plains MD066

MECHANIC SIGNATURE: [signature] DATE: 1/15/2020

LOCATION/RM #: Cooling Towers Mechanical Room WO# 11535 ASSET # MD66-178 MD66-179

START TIME: 10:50 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	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		✓	sealed pumps
2	Inspect couplings and check for any pump seal leaks.	✓		Done/no leaks
3	Check motor mounts and vibration pads	✓		Done/good
4	Tighten all pump flanges.	✓		Done/good
5	Visually check pump alignment and coupling -Report unusual vibration	✓		Done
6	Inspect electrical connections	✓		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
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: White Plains MD066

MECHANIC SIGNATURE: [signature]

DATE: 11/5/2020

LOCATION/RM #: Cooling Tower WO# 11535 ASSET # MD66-195 MD66-196

START TIME: 11:35

FINISH TIME: 12:10

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.	✓		
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		✓	Sealed pumps
2	Inspect couplings and check for any pump seal leaks.	✓		Done / No leaks
3	Check motor mounts and vibration pads	✓		Done / good
4	Tighten all pump flanges.	✓		Done / good
5	Visually check pump alignment and coupling -Report unusual vibration	✓		Done / good
6	Inspect electrical connections	✓		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
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: White Plains MD066

MECHANIC SIGNATURE: [signature]

DATE: 1/22/2020

LOCATION/RM #: Bldg # 1 + OMS #1 WO# 11535 ASSET # see noted

START TIME: 9:25

FINISH TIME: 10:55

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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Check with door operating personnel for any known deficiencies.	✓		all good
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		dent on door in OMS#2
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		Done
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		Done
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		Done
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		Done
7	If applicable, inspect gear box, change or add oil as required.	✓		Done
8	Perform required lubrication. Remove old or excess lubricant.	✓		Done
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		Done
10	Clean up and remove all debris.	✓		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

Page 1 of 1

Additional Notes:

#sset 219 ✓

307 ✓

304 ✓