

CERTIFICATION OF WORK

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

FACID/Building: Charlottesville MD 2013 Date of Visit: 4/24/19

Contractor Personnel on Site:

1. David G Holian 2. Patrick Donovan

Work Performed:

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

1. 8265 + 8266

Service Calls – Service Call Number and Description

1. CSS# close code on vault door
2. CSS# check on Camera System on Building #2
3. CSS# check on Camera System on Building #1

they need to check on computer camera server

@ Building Mgr. Request CERTIFICATION OF WORK

Alarm Not Tested Due To Change of Command Ceremony

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 4/24/19

Signed: Patrick Donovan

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: Patrick Donovan Date: 4/24/19

Signed: Patrick Donovan

E-Mail: Patrick.Donovan@va.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: Green Thorsberg MPO13
LOCATION/RM #: Server Rm. 154 WO# 8265 ASSET # 1123.1154.1

MECHANIC SIGNATURE: [Signature] DATE: 4/24/19

START TIME: 10:30 FINISH TIME: 11:10

CHECK POINT	DESCRIPTION	TASK COMPLETED		NOTES/INSTRUCTIONS
		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"/>	
3	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"/>	
				NOT PERFORMED
1	For the system's camera and housing, verify the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Camera/lens focus is adjusted properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Camera field of view is adjusted to customer's requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Camera lens is dust free.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Interior of camera enclosure is clean and dry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Check operation of pan tilt and zoom lenses. Use controller in control room to check all these operations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	For the system's wiring and cables, verify the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Check wiring and cable harnesses for wear and fray.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Check to make sure cable is dressed properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Check connectors and cable entry points for loose wiring.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	- Make sure all coaxial connectors are insulated from conduit and pull boxes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				ALL GOOD
				<i>Need to re-set server re-set camera & check camera</i>

CHECK POINT	DESCRIPTION	PARK TIME	NOTES / ACTIONS TAKEN
3	<p>For the system's control equipment, verify the following:</p> <ul style="list-style-type: none"> - Monitors are free from picture burn-in and distortion. - Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational. - Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution. - Check all coaxial connectors on the back panels for loose connections. - Check all power connections to ensure AC plugs are not loose. 	         	<p><i>all good</i></p>

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

SECURITY SYSTEM (ARMS ROOM ONLY)

SITE AND BLDG #: Griffith MDR13

MECHANIC

SIGNATURE: 

DATE: 4/24/19

LOCATION/RM #: Arms Vault **WO#** 6265 **ASSET #** 117141172

START TIME: 11:20

FINISH TIME: 12:00

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.	<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels	<input checked="" type="checkbox"/>		
3	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"/>		
4	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights. (SEE End User Handbook for testing procedures). Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional.	<input checked="" type="checkbox"/>		<i>Building Mgr. Requested alarm not be tested due to Change of Command Ceremony</i>
5	Inspect and test the operation of all detection devices	<input checked="" type="checkbox"/>		
6	Check power supplies	<input checked="" type="checkbox"/>		
7	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	<input checked="" type="checkbox"/>		
8	Load test batteries and if needed recommend for replacement.			<i>left 2 buttons on top of panel</i>

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1. A qualified alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems is required.
2. Prior Coordination with the facility must occur prior to scheduled work. (See suggested coordination questions below)
3. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
- a. All cages with motion sensors should be open. Multiple unit coordination may be necessary.
- b. In the event that all sensors could not be tested due to accessibility every attempt will be made to test the sensor and if unsuccessful must be noted.
- c. Ensure facility has access to Maintenance Key.

Additional Notes: *Changed Combination on Vault door*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SECURITY SYSTEM

SITE AND BLDG #: Guthersburg MD013

LOCATION/RM #: Security Room in Bldg #1 **WO#** 8265 **ASSET #** 1124

MECHANIC SIGNATURE: H. J. L.

DATE: 4/24/19

START TIME: 12:10

FINISH TIME: 12:40

Task	Completed	Notes
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"/>	
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