

### CERTIFICATION OF WORK

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

FACID/Building: Smithersburg MDOLB Date of Visit: 4/24/19

Contractor Personnel on Site:

1. Darvin G. Holian
2. Chris 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# check code on valve 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  
Alarm Not Tested Due To Change of Command Ceremony

To be signed by the Contractor:

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

Signed: [Signature]

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: Carlisleburg MD 213MECHANIC SIGNATURE: [Signature]DATE: 4/24/19LOCATION/RM #: Server Room 134 WO# 8265 ASSET # 11231125+1124START TIME: 10:30FINISH TIME: 11:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES	ACTION
		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"/>		
1	For the system's camera and housing, verify the following: - Camera/lens focus is adjusted properly. ✓ - Camera field of view is adjusted to customer's requirements. ✓ - Camera lens is dust free. ✓ - Interior of camera enclosure is clean and dry. ✓ - Check operation of pan tilt and zoom functions. Use controller in control room to check all these operations. ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>		all good
2	For the system's wiring and cables, verify the following: - Check wiring and cable harnesses for wear and fray. - Check to make sure cable is dressed properly. - Check connectors and cable entry points for loose wiring. - 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. - Make sure all coaxial connectors are insulated from conduit and pull boxes.	<input type="checkbox"/>	<input type="checkbox"/>		Need to replace camera sensors.

CHECK NO.	CHECK/NOTE/DESCRIPTION	YES	NO	NOTES/COMMENTS/EXPLANATION
3	For the system's control equipment, verify the following: - Monitors are free from picture burn-in and distortion. - Monitors have proper contrast and brightness. - 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.	✓	✓	all 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 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 #: Gartheshog M7013

MECHANIC SIGNATURE: 

DATE: 4/24/19

LOCATION/RM #: Arm's Vault WO# 8265 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.	✓		
2	Review manufacturer's instructions. SEE: End User Handbook (Separate Attachment) for all DSC Panels	✓		
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.	✓		
1	Test the control panels for communications to the monitoring center, sirens, tamper, 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.	✓		Building Mgr. Requested alarm not be tested due to Change of Command Ceremony
2	Inspect and test the operation of all detection devices	✓		
3	Check power supplies	✓		
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		
5	Load test batteries and if needed recommend for replacement.			Left 2 batteries on top of panel

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.

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)
  - a. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
  - b. All cages with motion sensors should be open. Multiple unit coordination may be necessary.
  - c. 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.
  - d. Ensure facility has access to Maintenance Key.

Additional Notes:

Changed Combination on Vault door

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **SECURITY SYSTEM**

SITE AND BLDG #: Carlisleburg MD013

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

LOCATION/RM #: Genl Room 134 WO# 8265 ASSET # 1174

START TIME: 12:10 FINISH TIME: 12:40

Task		Pass	Fail	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"/>	<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"/>	
1	Test the control panels for communications to the monitoring center, sirens, lamps, cameras, and strobe lights.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
2	Inspect and test the operation of all detection devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
3	Check power supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
4	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"/>	<input type="checkbox"/>	<u>done</u>
5	Test the batteries on remotes and wireless sensors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>done</u>
5	Inspection of all visible wiring and conduits	<input checked="" type="checkbox"/>	<input 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: