CERTIFICATION OF WORK

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

FACID/Building: Alexandria VA002 Date of Visit: 5/28/19

Contractor Personnel on Site:

1. Davyush G. Holan 2. Patrick Donovan

Work Performed:

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

1. 1353, assets 1352 - 1356

Service Calls – Service Call Number and Description

1. CSS# test mantel
2. CSS# chk Battery panel
3. CSS# test Alarm panel
4. chk comb On vote
5. check Sensor

CERTIFICATION OF WORK

they need to any them holdup Bother

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 5/28/19

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: SGT Selina DiBella Date: 20190528

Signed: [signature]

E-Mail: selina.a.dibella.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: Alexandria VA002 MECHANIC SIGNATURE: [signature] DATE: 5/28/19

should be 1352-1353

LOCATION/RM #: Computer Room WO# PM-AN-1353 ASSET # 1353 START TIME: 11:25 FINISH TIME: 11:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	TASK COMPLETED NO	NOTES, ACTIONS (IF TASK COMPLETED 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.	✓		
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.	✓		
	TO BE PERFORMED AT EACH INSPECTION SERVICE			
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 focus. Use controller in control room to check all these operations.	✓		clean/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.	✓		clean/good

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
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.	✓		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

DOOR KEYPAD / CARD READER

SITE AND BLDG #: Alexandria VA002 MECHANIC SIGNATURE: DATE: 5/28/19

LOCATION/RM #: WO# PM-AN-1353 ASSET # 1356 START TIME: 11:00 FINISH TIME: 11:20

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 procedure(s) outlincd 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 .		N/A	
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
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SECURITY SYSTEM (ARMS ROOM ONLY)

SITE AND BLDG #: Alexandria VA002 MECHANIC SIGNATURE: [signature] DATE: 5/28/19

LOCATION/RM #: Arms Vault T WO# PM-AN-1353 ASSET # 1354 + 1355 START TIME: 10:20 FINISH TIME: 11:00

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, 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.	✓		Test completed
2	Inspect and test the operation of all detection devices	✓		Done
3	Check power supplies	✓		Done / good
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		done
5	Load test batteries and if needed recommend for replacement.	✓		Replaced batteries

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.

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 accessability every attempt will be made to test the sensor and if unsucessful must be noted.
d. Ensure facility has access to Maintenance Key.

Additional Notes: