

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK

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

FacID Building:

Alexandria VA 002 Date of Visit: *2/5/19*

Contractor Personnel on Site:

Patrick Donovan

4.

5.

6.

6.

Work Performed:

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

- 5. First Work 7199, 7240, 7219
- 6. Annual backflow certification, Water heater, Photocell,
- 7. Double lights Pole mounted, Air filters

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *2/5/19*

Signed.

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank:

John Mee A

Date: *5/12/2019*

Signed

M

E-Mail

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE *Protocell*

SITE AND BLDG #: Alexandria VA003

LOCATION/RM #: Exterior Rm
Exterior Boiler Rm WO# 7240 ASSET # 1570

MECHANIC SIGNATURE:  DATE: 2/5/19

START TIME: 9:45 FINISH TIME: 10:00

ITEM #	DESCRIPTION	INSPECTION		NOTES / ACTIONS
		INSPECTION	SPECIAL INSPECTION	
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 checked="" type="checkbox"/>	
2	Schedule and coordinate work with operating personnel.	<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"/>	
4	Open and tag switch.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Done</i>
5	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Good</i>
6	Check for proper light operation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Good</i>
7	Test operation of automatic switches/time clock <u>photocells</u> if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Good</i>
8	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Done</i>
9	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Done</i>

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
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Alexandria VACO **MECHANIC SIGNATURE:** 

LOCATION/RM #: Mechanic WO# 7240 **DATE:** 2/5/19
ASSET # 1568 **START TIME:** 10:10 **FINISH TIME:** 10:30

		SPECIAL INSTRUCTIONS	TO BE PERFORMED AT EACH INSPECTION SERVICE
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"/>	<i>Maintenance Record Tag Saged & off</i>
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"/>	
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>	
4	Do not allow any open flames around equipment.	<input checked="" type="checkbox"/>	
5	Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>	
6	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	<input checked="" type="checkbox"/>	
7	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>	
8	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	<input checked="" type="checkbox"/>	<i>done/ good</i>
9	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>	<i>done/ good</i>
10	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>	<i>done/ good</i>
11	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>	<i>done</i>
12	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	<input checked="" type="checkbox"/>	<i>done</i>
13	If applicable, Remove and inspect Anode, replace if necessary	<input checked="" type="checkbox"/>	<i>done</i>
14	Clean up work area and remove trash.	<input checked="" type="checkbox"/>	<i>done</i>

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: Alexandria Woods
LOCATION/RM #: Drill Hall

MECHANIC  DATE: 2/5/19
SIGNATURE:  DATE: 2/5/19
START TIME: 10:35 FINISH TIME: 11:10

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA002				Karl	HV-1 &	HV-2	High assets located in drill hall	

2 Label and Date Filter

Make sure **YELLOW** Maint Tag is initialed on Asset

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