

## CERTIFICATION OF WORK

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

FACID/Building: VA 002 Alexandria Date of Visit: \_\_\_\_\_

Contractor Personnel on Site:

1. Patrick J. Donovan

2. \_\_\_\_\_

### Work Performed:

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

1. 9651, 10093, 9668 Airhandler Filters, Water Heater,  
Photocells, lights @ Bldg 2

### 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 J. Donovan Date: 8/19/19

Signed: Pat J. 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: Acting M-2 Date: 14 Aug 2019

Signed: John

E-Mail:

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

Photocell

MECHANIC

SIGNATURE: *T. H. H.*DATE: *8/16/19*SITE AND BLDG #: *Exterior of Alexandria VA 22302* WO# *1493* ASSET # *1570*START TIME: *14:00*FINISH TIME: *16:20*

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	Schedule and coordinate work with operating personnel.	<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			
5			
6			

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 14003      **LOCATION/RM #:** Mechanic Room      **WO#** 10093      **ASSET #** 1568

**MECHANIC SIGNATURE:** John      **DATE:** 8/16/19

**START TIME:** 10:10      **FINISH TIME:** 10:40

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"/>	
3 Use caution when working with natural gas fired equipment. Be aware of any smell(s) (rotten egg) that could be a natural gas leak.	<input checked="" type="checkbox"/>	
4 Do not allow any open flames around equipment.		
1 Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>	<u>Done</u>
2 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"/>	<u>Done</u> <u>Done</u> <u>Done</u>
3 Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>	<u>Done</u>
4 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"/>	<u>Done</u>
5 Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>	<u>Done</u>
6 Clean sight glasses on tanks.	<input checked="" type="checkbox"/>	<u>Done</u>
7 Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>	<u>Done</u>
8 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"/>	<u>Done</u>
9 If applicable, Remove and inspect Anode, replace if necessary	<input checked="" type="checkbox"/>	<u>Done</u>
10 Clean up work area and remove trash.	<input checked="" type="checkbox"/>	<u>Done</u>

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To be performed by: General Maintenance Worker

**Additional Notes:**