

CERTIFICATION OF WORK

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

FacID/Building: Alexandria VA 002 Date of Visit: 1/27/2020

Contractor Personnel on Site:

1. Patrick Donovan 2.

Work Performed:

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

1. 11516, 11484, 11517 Domestic hot water pump, Overhead doors, KeyCard Scanners, Double lights, Manual Gates,

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 Donovan Date: 1/27/2020

Signed: Pat. D.

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: Michael C. New Date: 27 Jan 20

Signed: M. C. New

E-Mail: Michael.T.New@va.gov

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Alexandria VAC02

LOCATION/RM #: Mechanic Room **WO#** 1136 **ASSET #** see notes

MECHANIC LM

SIGNATURE: LM

DATE: 1/27/2020

START TIME: 8:30

FINISH TIME: 9:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVE EXPLANATION)
		YES	NO	
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.-Report any leaks	✓		
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually, 4 shots of grease per PM	✓		<u>Done on 12/26</u> <u>The Reservoir seal is</u>
2	Inspect couplings and check for any pump seal leaks.	✓		<u>Done</u> <u>No leaks detected</u>
3	Check motor mounts and vibration pads	✓		<u>In line pump. All good</u>
4	Tighten all pump flanges.	✓		<u>Done</u>
5	Visually check pump alignment and coupling -Report unusual vibration	✓		<u>Done</u>
6	Inspect electrical connections	✓		<u>Done</u>

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:

Asset #

2226

✓

2227

✓

2228

✓

2229

✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria 14002

LOCATION/RM #: Building 1 **WO#** 11516 **ASSET #** 2232

MECHANIC
SIGNATURE: John

DATE: 12/7/2020

START TIME: 10:20

FINISH TIME: 10:45

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.	<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"/>	
1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>	<i>None</i>
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	<input checked="" type="checkbox"/>	<i>None</i>
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	<input checked="" type="checkbox"/>	<i>None</i>
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	<input checked="" type="checkbox"/>	<i>None</i>
5	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains, sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<i>None</i>
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<i>None</i>
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<i>None</i>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<i>None</i>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<i>None</i>
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<i>None</i>

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DOOR KEYPAD / CARD READER

SITE AND BLDG #: 1/exchange/14002

MECHANIC

SIGNATURE: Tan, S.

DATE: 12/1/2020

LOCATION/RM #: Scenes WO# 11516 ASSET # See Notes

START TIME: 9:50

FINISH TIME: 10:15

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.	✓	
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.	✓	
3 If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	✓	Visibly saw both in operation
4 Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	✓	Power
5 Inspect and test the operation of device. Observe unit in use	✓	Power
6 Ensure proper protection of all visible wiring and conduits	✓	
7 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. Note in note column	✓	Power

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To be performed by: General Maintenance Worker

Additional Notes:

Asset #:

2233

Main Entrance

2234

Entrance doors

223-15

Entrance doors