

## 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: Patrick 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: Michael C. Caver S2 Date: 27 Jan 20

Signed: mcc

E-Mail: Michael.T.Caver6.mil@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
 MANUAL/AUTOMATIC OVERHEAD DOORS

**SITE AND BLDG #:** Alexandria 14002 **MECHANIC SIGNATURE:** J. L. L. **DATE:** 12/20/2020  
**LOCATION/RM #:** Blg #2 **WO#** 11517 **ASSET #** 2237 **START TIME:** 11:28 **FINISH TIME:** 11:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
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.	✓		
1	Check with door operating personnel for any known deficiencies.	✓		Done
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.	✓		Done
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.	✓		Done
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		✓	1/4 No Safety devices found
5	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	✓		Done
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		Done
7	If applicable, inspect gear box, change or add oil as required	✓		Done
8	Perform required lubrication. Remove old or excess lubricant.	✓		Done
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		Done
10	Clean up and remove all debris.	✓		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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

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**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

**SITE AND BLDG #:** Alexandria 14002      **MECHANIC SIGNATURE:** 1/12/2020  
**LOCATION/RM #:** WO# 11517      **ASSET #** 2235\*      **DATE:** 1/12/2020  
**START TIME:** 9:15      **FINISH TIME:** 9:45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDED EXPLANATION)
		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.	✓		
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 UNIFORMED AND INSPECTED**

GATE			
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed. Wiping off excess.	✓	Done
2	Check all locking devices. Lubricate as required.	✓	Done
3	Inspect center gate support rollers and lubricate as required.	✓	Swing Gates / Main Gate Roller Clean
4	Clean roller track of any debris.	✓	Swing Gates / Main Gate Clean
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓	Done
6	Check for any obstructions that retard full swing or movement of the gate.	✓	Done
7	Check that shrubs and trees are pruned clear of gate.	✓	Done / All leaf
8	Check hold open devices for proper operation. Lubricate as required.	✓	No hold open devices located

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (If task complete, is checked, no previous explanation)
		YES	NO	
1	Check posts and corner posts, support guys, and horizontal bars between each support post.			
2	Check wire and anchor point; re-stretch and re-anchor if necessary.			
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.			
4	Treat with galvanized protectant where rust has developed.			
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).			
6	Check that shrubs and trees are pruned clear of fencing			

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To be performed by: General Maintenance Worker

**Additional Notes:**