

PREVENTIVE MAINTENANCE CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FacID Building: Alexandria Ut002 Date of Visit: 1/3/19

Contractor Personnel on Site:

1. Patrick Donovan

4.

2.

5.

3.

6.

Work Performed:

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

- 5. LIST WO# 7088, 7128, 7129
- 6. Parking lot lights, Hot water transfer pumps, Overhead doors, Access Keypad, Key Card scanner, Double + Single gates, filters for PTAC's
- 8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 1/3/19

Signed: Patricia T. Cen

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: _____ Date: _____

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Alexandria W4002

**MECHANIC
SIGNATURE:** John Lanz

DATE: 4/2/19

LOCATION/RM #: Boiler Room **WO#** 7128 **ASSET #** See Notes

START TIME: 10:00

FINISH TIME: 10:25

CHECK ITEM	CHECKPOINT DESCRIPTION	TASK COMPLETION		NOTES/ACTIONS (If task not completed, list known or potential problems)
		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 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	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.	✓		
TO BE PERFORMED DURING INSPECTION STAGE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	✓		<i>See notes</i>
2	Inspect couplings and check for any pump seal leaks.	✓		<i>No leaks visible</i>
3	Check motor mounts and vibration pads	✓		<i>all intact pumps / no leaks visible</i>
4	Tighten all pump flanges.	✓		<i>Tight</i>
5	Visually check pump alignment and coupling	✓		<i>Good</i>
6	Inspect electrical connections	✓		<i>all tight.</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:

Asset # 2226 oiled / in line pump

2227 scaled in line pump

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria VA 22322

MECHANIC SIGNATURE: John Doe

DATE: 1/21/19

LOCATION/RM #: Hall **WO #** 7128 **ASSET #** 2232

START TIME: 10:35

FINISH TIME: 11:05

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS IF TASK NOT COMPLETED, 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.	✓		
3	Check with door operating personnel for any known deficiencies.	✓		
4	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.	✓		
5	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.	✓		<i>all good</i>
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		<i>Clean</i>
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains, sprockets, clutch, etc.	✓		<i>all good</i>
8	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		<i>Good</i>
9	If applicable, inspect gear box, change or add oil as required.	✓		<i>gear box</i>
10	Perform required lubrication. Remove old or excess lubricant.	✓		<i>lubed</i>
	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		<i>Paint</i>
	Clean up and remove all debris.	✓		<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

DOOR KEYPAD / CARD READER

SITE AND BLDG #: Alexander 1402

MECHANIC
SIGNATURE:

~~Hand~~ ~~and~~

DATE: 1/21/19

LOCATION/RM #: Entourage WO# 7128 ASSET # See Notes

START TIME: 11:15

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FINISH TIME: 11:45

ITEM	DESCRIPTION	SPECIAL INSTRUCTIONS	
		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 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.	✗	✓
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	✓	✓
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	✓	✓
3	Inspect and test the operation of device.-Observe unit in use	good	good
4	Ensure proper protection of all visible wiring and conduits	good	good
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	good	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

To be performed by: General Maintenance Worker

Additional Notes:

Asset # 2233 ✓

2234 ✓