

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

FAC ID Building: Alexandria VA002 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
7. doors, Access Keypad, Key Card scanner, Double + Single
8. gates, filters for PTAC's

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 1/3/19

Signed: [Signature]

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 14002

MECHANIC SIGNATURE: [Signature]

DATE: 1/2/19

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

START TIME: 10:00

FINISH TIME: 10:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETED, NO ACTION REQUIRED FOR THE 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 to.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Signed & dated all Maint. Rec. Tags</u>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>See notes</u>
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No leaks visible</u>
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all inline pumps / no leaks visible</u>
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>None</u>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Good</u>
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>all tight.</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 oiled / in line pump
2227 Scaled in line pump
2228 Scaled in line pump
2229 Scaled in line pump

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria VA002

MECHANIC SIGNATURE: [Signature] DATE: 1/2/19

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

START TIME: 10:35 FINISH TIME: 11:05

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		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.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
TO BE PERFORMED BY INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	Good
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"/>	<input type="checkbox"/>	all good
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"/>	<input type="checkbox"/>	Good
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	all good
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good, wiped down unit
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	good

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To be performed by: General Maintenance Worker
Additional Notes:

Signed & Dated Maint. Record Tag

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **DOOR KEYPAD / CARD READER**

SITE AND BLDG #: Alexandria 11A02

MECHANIC SIGNATURE: [Signature] DATE: 1/21/19

LOCATION/RM #: Enclave Doors WO# 71258 ASSET # 56 Notes

START TIME: 11:15 FINISH TIME: 11:40

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS
		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.	<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"/>		
TO BE PERFORMED AFTER INSPECTION SERVICE				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	<input checked="" type="checkbox"/>		<u>all good</u>
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	<input checked="" type="checkbox"/>		<u>good</u>
3	Inspect and test the operation of device. -Observe unit in use	<input checked="" type="checkbox"/>		<u>good</u>
4	Ensure proper protection of all visible wiring and conduits	<input checked="" type="checkbox"/>		<u>good</u>
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. Note in note Column	<input checked="" type="checkbox"/>		<u>all good</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

Asset # 2233 ✓

2234 ✓