

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.)

1. LIST WOB: 7088, 7128, 7129

2. Parking lot lights, Hot water transfer pumps, Overhead
3. doors, Access Keypad, Key Card scanner, Double + Single
4. gates, filters for PTAC's

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 1/3/19

Signed: _____

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 MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria VA002

MECHANIC SIGNATURE: [Signature]

DATE: 1/3/19

LOCATION/RM #: Bldg #2 WO# 7129 ASSET # 5000

START TIME: 9:45

FINISH TIME: 10:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (If task complete is checked no. provide explanation)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		Signed and dated All Maintenance Record Tags
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 PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	✓		good
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.	✓		all 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.	✓		good
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		good
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		good
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		all tight
7	If applicable, inspect gear box, change or add oil as required.	✓		good
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:

Asset # 223700#01 ✓

#03 ✓

#02 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: Alexandria 1A002

MECHANIC SIGNATURE: [Signature]

DATE: 1/3/19

LOCATION/RM #: 603210 WO# 7129 ASSET # 2235+2236

START TIME: 10:30

FINISH TIME: 11:00

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.	<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 AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed. wiping off excess.	<input checked="" type="checkbox"/>		well oiled
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>		good
3	Inspect center gate support rollers and lubricate as required.			N/A swing gate
4	Clean roller track of any debris.			N/A
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>		all good
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>		all good
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>		all good
8	Check hold open devices for proper operation. Lubricate as required.			N/A no hold open devices

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	<input checked="" type="checkbox"/>		good
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	<input checked="" type="checkbox"/>		good
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	<input checked="" type="checkbox"/>		good
4	Treat with galvanized protectant where rust has developed.	<input checked="" type="checkbox"/>		all good
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).	<input checked="" type="checkbox"/>		all good
6	Check that shrubs and trees are pruned clear of fencing	<input checked="" type="checkbox"/>		good

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To be performed by: General Maintenance Worker

Additional Notes: