

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

FacID Building: Alexandria VA02 Date of Visit: 1/3/19

Contractor Personnel on Site:

Patrick Donovan

8

4.

5.

6.

6.

Work Performed:

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

- 5. LIST WORK 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. Carr

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 VA 22314

**MECHANIC SIGNATURE:** John Ladd

**DATE:** 1/3/19

**LOCATION/RM #:** Bay #2 WO# 7129 **ASSET #** 50002

**START TIME:** 9:45

**FINISH TIME:** 10:20

OBJECTIVE POINT	CHECKLIST DESCRIPTION	ASK/COMMISSION	NOTIFICATIONS
		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 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"/>	<input checked="" type="checkbox"/>

NOTIFICATIONS
<u>Signed and dated All Maintenance</u>

RECORD TAGS
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1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>good</u>
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 checked="" type="checkbox"/>	<u>all good</u>
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 checked="" type="checkbox"/>	<u>good</u>
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 checked="" type="checkbox"/>	<u>good</u>
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>good</u>
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>all Tight</u>
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>good</u>
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>none</u>
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>above done</u>
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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:**

46002# 22370D# 01 ✓

# 02 ✓

# 03 ✓

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

**SITE AND BLDG #:** *Alexandria VA002*

**MECHANIC SIGNATURE:** *L. St. Lazz*

**DATE:** *1/3/19*

**LOCATION/RM #:** *Block 2 lot 1* **WO#** *7129* **ASSET #** *123312236*

**START TIME:** *10:30*

**FINISH TIME:** *11:00*

CHECK POINT	CHECK POINT 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.	<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"/>	
<b>TO BE PERFORMED BY MAINTENANCE PERSONNEL</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all gear</i>
2	Check all locking devices. Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>post</i>
3	Inspect center gate support rollers and lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>swing gate</i>
4	Clean roller track of any debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all gear</i>
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>swing gate</i>
6	Check for any obstructions that retard full swing or movement of the gate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all gear</i>
7	Check that shrubs and trees are pruned clear of gate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>all gear</i>
8	Check hold open devices for proper operation. Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>no hold open devices</i>

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

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To be performed by: General Maintenance Worker

Additional Notes: