

CERTIFICATION OF WORK

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: Alexandria VA002 Date of Visit: 7/17/19

Contractor Personnel on Site:

1. Patrick Donovan 2. _____

Work Performed:

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

1. 9557, 9058, 9517, 9558. fences, Gates, Overhead doors
Card readers, Key pads, Pump, lights

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: 7/17/19

Signed: [Signature]

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: Archer Ma Date: July 2019

Signed: [Signature]

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: Alexandria 14002 MECHANIC SIGNATURE: [Signature] DATE: 7/16/19

LOCATION/RM #: Entry #1 WO# 9557 ASSET # 2233+2234 START TIME: 10:50 FINISH TIME: 11:45

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"/>		
DOOR PERFORMANCE / CHECKS 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>done</u>
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	<input checked="" type="checkbox"/>		<u>done</u>
3	Inspect and test the operation of device. -Observe unit in use	<input checked="" type="checkbox"/>		<u>done</u>
4	Ensure proper protection of all visible wiring and conduits	<input checked="" type="checkbox"/>		<u>done</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
Additional Notes:

Asset #2233 ✓
#2234 ✓

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria 14002

MECHANIC SIGNATURE: [Signature] DATE: 7/16/19

LOCATION/RM #: Drill Hall WO# 9557 ASSET # 2232

START TIME: 10:15 FINISH TIME: 10:50

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.	✓			all 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.	✓			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).	✓			close
4	Check operation of safety edges, stops, electric eye, riddle, or other operating devices. (Clean and make required adjustments or repairs).	✓			close
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓			close/good
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓			all good
7	If applicable, inspect gear box, change or add oil as required.	✓			all good
8	Perform required lubrication. Remove old or excess lubricant.	✓			close
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓			close
10	Clean up and remove all debris.	✓			close

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Alexandria 14002MECHANIC
SIGNATURE: DATE: 7/16/18LOCATION/RM #: Bldg #1 Mech. Rm WO# 9557 ASSET # sealsSTART TIME: 9:20FINISH TIME: 10:10

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"/>			<u>Seals replaced all Maintenance Recor Tags</u>
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"/>			
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>			<u>done</u>
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>			<u>done Removal showed. All leaks</u>
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>			<u>all good</u>
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>			<u>done</u>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>			<u>done</u>
6	Inspect electrical connections	<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

Additional Notes: #22926 ✓#22927 ✓2228 ✓2229 ✓