

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

FACID/Building: *Alexanichia VA02* 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, Keypads, 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: *Pat D*

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: *Archie Mu* Date: *July 2019*

Signed: *Archie Mu*

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: Alexandria Wk002

LOCATION/RM #: Exterior Bldg WO# 9267 ASSET # 223342234

MECHANIC
SIGNATURE: Tom R

DATE: 7/16/19

START TIME: 10:50 FINISH TIME: 11:45

CURE POINT	CURE POINT DESCRIPTION	TEST COMPLETED		TEST 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.	<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 ON EACH INSPECTION STANDARD				
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"/>	<input type="checkbox"/>	<i>done</i>
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>clean</i>
3	Inspect and test the operation of device. Observe unit in use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>done good</i>
4	Ensure proper protection of all visible wiring and conduits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>good</i>
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"/>	<input type="checkbox"/>	<i>all good</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 #233 ✓
#2234 ✓*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: **Alexandria 64002**

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

MECHANIC SIGNATURE:  DATE: **7/10/19**

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

ITEM	DESCRIPTION	NOTES
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"/>
3	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	<input checked="" type="checkbox"/>
7	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains, sprockets, clutch, etc.	<input checked="" type="checkbox"/>
8	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>
9	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>
10	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>
	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>
	Clean up and remove all debris.	<input checked="" type="checkbox"/>

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #:	<u>Alexandria W4002</u>	
LOCATION/RM #:	<u>Blk # 100</u>	WO# <u>9557</u>
ASSET #	<u>See Notes</u>	
MECHANIC SIGNATURE:	<u>Patricia</u>	
START TIME:	<u>9:20</u>	
FINISH TIME:	<u>10:10</u>	

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"/>	
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"/>	
<i>Steped & Label all Maintenance Recor Tags</i>			
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	<input checked="" type="checkbox"/>	<i>done.</i>
2	Inspect couplings and check for any pump seal leaks.	<input checked="" type="checkbox"/>	<i>done. Removed shroud. No leaks.</i>
3	Check motor mounts and vibration pads	<input checked="" type="checkbox"/>	<i>aligned</i>
4	Tighten all pump flanges.	<input checked="" type="checkbox"/>	<i>done</i>
5	Visually check pump alignment and coupling	<input checked="" type="checkbox"/>	<i>done</i>
6	Inspect electrical connections	<input checked="" type="checkbox"/>	<i>all good</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

2228

2229