

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, 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: Patrick Donovan

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: 7/17/2019

Signed: Archie Mu

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: Alexandria VA02

LOCATION/RM #: New lot W0# 9558 ASSET # Scenes

MECHANIC SIGNATURE: Ed Deas

DATE: 7/17/19

START TIME: 9:50 FINISH TIME: 10:15

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.	✓		
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	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓		done/good
2	Check all locking devices. Lubricate as required.	✓		done
3	Inspect center gate support rollers and lubricate as required.	✓		See notes
4	Clean roller track of any debris.	✓		See notes
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓		done/good
6	Check for any obstructions that retard full swing or movement of the gate.	✓		done/good
7	Check that shrubs and trees are pruned clear of gate.	✓		done
8	Check hold open devices for proper operation. Lubricate as required.	✓		done hold open devices located

*Asset # 2235 Automatic Gate inspected Roller Track for debris. All Clear
2236 Swing Gate Inspected + good shape.*

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.			
2	Check wire and anchor point; re-stretch and re-anchor if necessary.			
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.			
4	Treat with galvanized protectant where rust has developed.			
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).			
6	Check that shrubs and trees are pruned clear of fencing			

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
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: Alexandria 14022 **LOCATION/RM #:** Blg#2 **WO#** 9558 **ASSET #** 2237

MECHANIC
SIGNATURE: 

DATE: 7/17/19

START TIME: 12:50

FINISH TIME: 1:25

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"/>		<i>done</i>
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"/>		<i>all good</i>
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"/>		<i>done/ good</i>
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"/>		<i>done/ good</i>
7	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains/sprockets, clutch, etc.	<input checked="" type="checkbox"/>		<i>done/ good</i>
8	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>		<i>done</i>
9	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		<i>done</i>
10	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>		<i>done</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: