

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD003 Date of Visit: 12/13/19

Contractor Personnel on Site:

| | |
|----------------------|----------|
| 1. <u>John Brown</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. WO'S 11319FQ,11351QT,11362QT
2. FILTERS,GREASE TRAP,CIRCULATING PUMPS.HEATERS EXPANSION TANKS
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 12/13/19

Signed: 

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: Roderick Daniels Date: 12/13/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: MD003-01

**MECHANIC
SIGNATURE:** _____ **DATE:** _____

LOCATION/RM #: WO# 11351 ASSET # 1515

START TIME: _____ **FINISH TIME:** _____

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | | | Grease trap is completely inoperable. It needs a complete replacement. |
| 2 | Insure proper grease disposal.-Tanks are pumped by local septic companies | | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Remove lid. If the trap is equipped with removable baffles, remove them. | | | |
| 2 | Make sure the flow restrictor on the inflow pipe is present. | | | |
| 3 | If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation. | | | |
| 4 | Replace lid and baffles. | | | |
| 5 | Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years. -In Maximo under WO# | | | |

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 Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE:DATE: **12/13/19**

| | | |
|----------------|------------------|---------------------|
| LOCATION/RM #: | WO# 11351 | ASSET # 1630 |
| | | 1632 |

START TIME: **0900**FINISH TIME: **1630**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | / | / | |
| 2 | 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.-Report any leaks | / | / | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM | / | / | |
| 2 | Inspect couplings and check for any pump seal leaks. | / | / | |
| 3 | Check motor mounts and vibration pads | / | / | |
| 4 | Tighten all pump flanges. | / | / | |
| 5 | Visually check pump alignment and coupling -Report unusual vibration | / | / | |
| 6 | Inspect electrical connections | / | / | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXPANSION TANKS

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **12/13/19**

LOCATION/RM #:

WO# **11351**ASSET # **1631**

START TIME:

0900

FINISH TIME:

1630

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|-------------------------------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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 | Examine exterior of tank including fittings and valves for leaks, signs of corrosion, and correct as needed. | <input checked="" type="checkbox"/> | | |
| 2 | If applicable, Check sight glass, insure level is between 1/2 and 3/4 sight glass. Correct as needed. | <input checked="" type="checkbox"/> | | |
| 3 | If applicable, check tank pressure via schrader valve. Correct as needed. | <input checked="" type="checkbox"/> | | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, ELECTRIC

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **12/13/19**LOCATION/RM #: **WO# 11351 ASSET # 1892**START TIME: **0900** FINISH TIME: **1630**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | 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 heater coils and associated piping for leaks or corrosion. | / | | |
| 2 | Clean heating coil. Brush vacuum where accessible. | / | | |
| 3 | Inspect wiring and electrical controls for loose connections, charred, frayed or broken insulation, evidence of short circuiting, wrong size fuses, circuit breakers, or switches, and other electrical deficiencies. Tighten any loose connections. | / | | |
| 4 | Inspect fan for bent blades, unbalance, excessive noise and vibration. | / | | |
| 5 | Check motor and fan shaft bearings for noise, vibration, overheating; lubricate bearings. | / | | |
| 6 | Verify proper control by modulating the thermostat through complete cycle. | / | | |
| 7 | Inspect unit for proper operation and associated T-Stat | / | | |
| 8 | Inspect unit for overall condition and recommend for replacement or other needed repairs. | / | | |

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To be performed by: HVAC Technician

Additional Notes: