

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD003 Date of Visit: 1/6/20

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 11501SA, 11542PMS, 11502SA
2. CIRCULATING PUMP, GATE, OVERHEAD DOORS, KEYCARD READER
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 1/6/20

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: Naasira Mathews Date: 1/6/20

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: **MD003-01**MECHANIC
SIGNATURE: DATE: **1/6/20**

LOCATION/RM #: **WO# 11501 ASSET # 1896**
11542 190918-176

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	/	/	

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
GATES

SITE AND BLDG #: **MD003-01**LOCATION/RM #: **WO# 11501** ASSET # **1897**MECHANIC
SIGNATURE

DATE:

1/6/20

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	Notify affected personnel before performing PM (alarmed or security entrances).	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	/	/	
2	Check all locking devices. Lubricate as required.	/	/	
3	Inspect center gate support rollers and lubricate as required.	/	/	
4	Clean roller track of any debris.	/	/	
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	/	/	
6	Check for any obstructions that retard full swing or movement of the gate.	/	/	
7	Check that shrubs and trees are pruned clear of gate.	/	/	
8	Check hold open devices for proper operation. Lubricate as required.	/	/	
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	/	/	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: **MD003-01****1898**

LOCATION/RM #:

WO# 11501**ASSET # 1899****11542****190918-172**MECHANIC
SIGNATURE: 

DATE:

1/6/20START 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 with door operating personnel for any known deficiencies.	/	/	
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.	/	/	
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.	/	/	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	/	/	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	/	/	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	/	/	
7	If applicable, inspect gear box, change or add oil as required.	/	/	
8	Perform required lubrication. Remove old or excess lubricant.	/	/	
9	Clean unit and mechanism thoroughly.	/	/	
10	Clean up and remove all debris.	/	/	

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:

Building 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: **MD003-02**MECHANIC
SIGNATURE: DATE: **1/6/20**

LOCATION/RM #:

WO# 11502**ASSET # 1905**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"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	
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 type="checkbox"/>	
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 type="checkbox"/>	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Clean unit and mechanism thoroughly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Clean up and remove all debris.	<input checked="" type="checkbox"/>	<input 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: