

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: VA701-01-02 Date of Visit: 2/11/2021

Contractor Personnel on Site:

| | |
|--------------------------|----------|
| 1. <u>Richard Walker</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 2/11/2021
Signed: Richard Walker

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: Terry Casey Date: 2/11/2021
Signed: Terry Casey

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES

SITE AND BLDG #: VA 701-01 / VA 701-02LOCATION/RM #: Entry Bldg #2
entry/motor WO# 13400
poolASSET # 35144-35147MECHANIC
SIGNATURE: Richie WalkerDATE: 2.9.21START TIME: 12:30pmFINISH TIME: 2:10pm

| 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 | ✓ | / | |
| 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 gate support rollers and track, lubricate and clean as required. | ✓ | / | |
| 4 | Check bolts, fasteners, and mounting hardware. Tighten as necessary. | ✓ | / | |
| 5 | Check for any obstructions that prevent full swing or movement of the gate. | ✓ | / | |
| 6 | Check that shrubs and trees are pruned clear of gate. | ✓ | / | |
| 7 | Check hold open devices for proper operation. Lubricate as required. | ✓ | / | |
| 8 | Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required. | ✓ | / | |
| 9 | If applicable, inspect hydraulic driveline (hoses, fittings, and gauges) for signs of leakage. | ✓ | / | |
| 10 | If applicable, inspect limit switches for proper operation. Adjust as needed. | ✓ | / | |
| 11 | If applicable, inspect photoeyes for proper operation and any signs of damage. | ✓ | / | |
| 12 | If applicable, have site personnel operate gate with CAC Card insuring proper operation. | ✓ | / | |
| 13 | If applicable, clean control cabinet, ensuring free from debris and insects. | ✓ | / | |

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 #: VA701-01

LOCATION/RM #: 110/130/133 WO# 13400 ASSET # 35040-35043

MECHANIC
SIGNATURE: Rick Walker

DATE: 2.9.21START TIME: 9amFINISH TIME: 11am

| 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
VAV BOX

SITE AND BLDG #: VAD01-01

LOCATION/RM #: Throughout Ceiling **WO#** 13400 **ASSET #** 3486-34408

**MECHANIC
SIGNATURE:** Richard Walker

DATE: 2.10.2021

START TIME: 8am **FINISH TIME:** 4PM

| 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 | If EMS system permits, check that the operating controls activate damper per design specifications.- | ✓ | | Record CFM AIR FLOW <u>75.5 +/- flux</u> |
| 2 | If required, check damper linkage for tightness and lightly lubricate. | ✓ | | |
| 3 | If required, inspect dampers for free movement. | ✓ | | |
| 4 | If required, inspect actuators for tightness to mounting brackets. | ✓ | | |
| 5 | As needed, tighten electrical connections to servo motor. | ✓ | | |
| 6 | 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: VA 701-01LOCATION/RM #: 110, Kitchen WO# 13400 ASSET # 34284-35285, 39286MECHANIC
SIGNATURE:Richard WalkerDATE: 2.10.2021

START TIME:

8am FINISH TIME: 4PM

| 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. | ✓ | | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: VA701-01
LOCATION/RM #: ^{Exterior} entrypoints WO# 13400 **ASSET #** 3y016

MECHANIC SIGNATURE: Richard Walker **DATE:** 2 10.2021
START TIME: 8am **FINISH TIME:** 4PM

| 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 | If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation . | ✓ | | |
| 2 | Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down | ✓ | | |
| 3 | Inspect and test the operation of device.-Observe unit in use by customer | ✓ | | |
| 4 | Ensure proper protection of all visible wiring and conduits | ✓ | | |
| 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 .Notate in note Column | ✓ | | |

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: VA 201-01

LOCATION/RM #: Exterior WO# 13400 ASSET # 34017

MECHANIC
SIGNATURE: Richard Walker

DATE: 2/10/2021

START TIME: 8AM FINISH TIME: 4PM

| 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 | For the system's camera and housing, verify the following: - Camera/lens focus is adjusted properly. - Camera field of view is adjusted to customer's requirements. - Camera lens is dust free. - Interior of camera enclosure is clean and dry. - Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations. | ✓ | | |
| 2 | For the system's wiring and cables, verify the following: - Check wiring and cable harnesses for wear and fray. - Check to make sure cable is dressed properly. - Check connectors and cable entry points for loose wiring. - Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling. - Make sure all coaxial connectors are insulated from conduit and pull boxes. | ✓ | | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|---------------|----|---|
| | | YES | NO | |
| 3 | For the system's control equipment, verify the following: - Monitors are free from picture burn-in and distortion. - Monitors have proper contrast and brightness. - Check that all control equipment is operational. - Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution. - Check all coaxial connectors on the back panels for loose connections. - Check all power connections to ensure AC plugs are not loose. | ✓ | | |

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To be performed by: General Maintenance Worker

Additional Notes:

Everything looks/works