

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA011 Date of Visit: 1 04.2021

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. WO's 13382PMSA, 13428PMS
2. Manual gate, kitchen steel door, boiler pumps, glycol pumps
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 1 04 2021

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: Chris Chapp Date: 1 04.2021

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GATES

MECHANIC SIGNATURE: Richard Walker DATE: 12 31 2020

SITE AND BLDG #: VA011

LOCATION/RM #: Outside Mech Room WO# 13382 ASSET # 2283

START TIME: 10am FINISH TIME: 2pm

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.	✓		

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MANUAL/AUTOMATIC OVERHEAD DOORS

 MECHANIC
SIGNATURE:

Richard Walker

DATE: 12 31 2020

SITE AND BLDG #: VA011

LOCATION/RM #: Kitchen

WO# 13428

ASSET # 190918-209

START TIME:

10am

FINISH TIME:

2pm

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.	✓		Manual
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.		✓	n2 wires
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

BOILER - ELECTRIC, GAS, OIL

SITE AND BLDG #: VA011

ASSET # 190918-235

MECHANIC
SIGNATURE:

DATE: 1.04.2020

LOCATION/RM #: ^{Mechanical} Room WO# 13428

190918-236

190918-237

190918-238

START TIME: 9am

FINISH TIME: 1pm

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. Wear appropriate respirator, goggles, and gloves while in contact with hazardous materials.			
2	All automatically and manually operated control devices provided for controlling operation and safety of the vessel, steam or water pressure, hot water temperature, combustion, and boiler water level shall be inspected under operating conditions.-By Argent Inspectors -3rd party			
3	All associated valves and piping, pressure and temperature indicating devices, metering and recording devices, and all boiler auxiliaries shall be inspected under operating conditions.			
4	Prepare boiler for internal inspection in the following manner:			
5	Fuel supply and ignition system shall be locked out.			
6	Water shall be drawn off and water side thoroughly washed out.-as required by PWS guide lines			
7	Manhole and handhole plates, washout plugs, and inspection plugs in water column connections shall be removed.			
8	The boiler shall be cooled and ready for 3rd party annual certification			
9	Pressure gage(s) shall be tested.			
10	If a boiler has not been properly prepared for an internal inspection, the inspector should decline to make the inspection.			
11	Account for all tools, materials, and equipment before closing boiler.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check boiler room for ventilation in accordance with the American Gas Association (AGA) burner requirements.			
2	Check operation of all gas controls and valves including: manual gas shutoff; petal gas regulator; safety shutoff valve (solenoid); automatic gas valve; petal solenoid valve; butterfly gas valve, motor, and linkage to air louver; safety petal solenoid (if used.)			

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
3	Check flue connections for tight joints and minimum resistance to air flow. (combustion chamber, flues, breaching, and chimney are clear before firing.)			
4	Draft regulators require slightly negative pressure in the combustion chamber at maximum input.			
5	On forced draft burners, gas manifold pressure requirements should correspond with modulating (butterfly) valve in full open position and stable at all other firing rates.			
6	Check burner for flashback and tight shutoff of fuel.			
7	Check operation of automatic controls and combustion flame safeguards. Clean and adjust, if necessary.			
8	Replace fusible plugs, if applicable.			
9	Operation and adjustments should conform with manufacturer's instructions.			

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To be performed by: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GLYCOL TANK

SITE AND BLDG #: VA011

MECHANIC

SIGNATURE: *Frank Walker*

DATE: 1.04.2021

LOCATION/RM #: *Mechanical Room* WO# 13428 ASSET # 190918-239

START TIME: 9am

FINISH TIME: 1pm

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	Examine exterior of tank, including fittings, gauges, structural supports, manholes, and handholes for leaks, signs of corrosion, or other defects.	✓		
2	Clean, test and inspect sight glasses, valves, fittings, drains, and controls.	✓		
3	Check condition of agitators and/or float assemblies.	✓		
4	If applicable, clean strainer(s).	✓		
5	Clean up work site.- Report any issues	✓		

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: