

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD003 Date of Visit: 1/4/19

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. 7106SA,7107SA
2. Gates, Circulating Pump, Overhead Doors
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Johnny W. Brown Date: 1/4/19

Signed: J.W.B.

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: Mendez, Jorge SGT Date: 1/4/19

Signed: Jorge J. Mendez

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES**

SITE AND BLDG #: MD 003 B-1 Entry

MECHANIC SIGNATURE:   
DATE: 1/4/19

LOCATION/RM #: Ext. Ext. WO# 7106 ASSET # 1897

START TIME: 0900 FINISH TIME: 1630

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	Review manufacturer's instructions.	/		
3	Schedule shutdown with operating personnel.	/		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
5	This work should be scheduled at non-peak hours.	/		
6	Notify affected personnel before performing PM (alarmed or security entrances).	/		
7	Post "out of service" signs and/or barricades, as appropriate.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CIRCULATING AND BOOSTER PUMPS**

SITE AND BLDG #: MD 003

LOCATION/RM #: Boiler Rm WO# 7106 ASSET # 1894

MECHANIC  
SIGNATURE:

DATE: 1/10/19

START TIME: 0900

FINISH TIME: 1630

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 to.	/		
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.	/		
3	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.	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.	/		
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	/		
6	Inspect electrical connections	/		

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To be perfomed by: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC OVERHEAD DOORS**

SITE AND BLDG #: MD 003 B-1MECHANIC  
SIGNATURE: DATE: 1/4/19LOCATION/RM #: Kitchen WO# 7104 ASSET # 1898-1899START TIME: 0900FINISH TIME: 1430

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.	<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"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with door operating personnel for any known deficiencies.	<input checked="" 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"/>		
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"/>		also Pmid od in Drill Hall
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"/>		not on Sheet.
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>		
7	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>		
8	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>		
10	Clean up and remove all debris.	<input checked="" 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: