CERTIFICATION OF WORK
**PREVENTIVE MAINTENANCE**

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

FACID/Building: NY052 Date of Visit: 7/24/19

Contractor Personnel on Site:

1. PATRICK BROWN
2. _____
3. _____
4. _____

**Work Performed:**

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

1. **9862SA, 9747AN, 9949SA, 9974SA**
2. **Circulating Pumps, Overhead doors, key Reader, Compressed Air System**
3. _____
4. _____
5. _____

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 7/24/19

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: John Granata AFOS Date: 7/24/19

Signed: _____

E-Mail: _____

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## CIRCULATING AND BOOSTER PUMPS

**SITE AND BLDG #:** NY052-01

**MECHANIC SIGNATURE:**

**DATE:** 7/24/19

**LOCATION/RM #:**

**WO#** 9862

**ASSET #** 7088 7097 7116

**START TIME:** 8:am

**FINISH TIME:** 8:45am

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| **SPECIAL INSTRUCTIONS** | | | | |
| 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. | ✓ | | |
| **TO BE PERFORMED AT EACH INSPECTION SERVICE** | | | | |
| 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. | ✓ | | asset# 7088 needs seals |
| 3 | Check motor mounts and vibration pads | ✓ | | motor mounts are good |
| 4 | Tighten all pump flanges. | ✓ | | all flanges are tight |
| 5 | Visually check pump alignment and coupling | ✓ | | alignment is good |
| 6 | Inspect electrical connections | ✓ | | electrical connections are good |

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 perfomed by: General Maintenance Worker

**Additional Notes:** asset# 7088 has a check valve that is noisy and leaking and an oil leak in the pump housing the pump housing will need to be rebuilt or replaced I think replacing it might be cheaper I'm going to request a cm ticket to opened

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## MANUAL/AUTOMATIC OVERHEAD DOORS

**SITE AND BLDG #:** NY052-01

**MECHANIC SIGNATURE:**

**DATE:** 7/24/19

**LOCATION/RM #:**

**WO#** 9862

**ASSET #** 7703 7974 7982

**START TIME:** 9am

**FINISH TIME:** 9:30am

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| | **SPECIAL INSTRUCTIONS** | | | |
| 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 | 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. | ✓ | | no deficiencies noted |
| 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. | ✓ | | all are good |
| 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. | ✓ | | door functions properly in all positions |
| 4 | Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs. | ✓ | | electric eyes function properly |
| 5 | Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc. | ✓ | | all are functioning properly |
| 6 | If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed. | ✓ | | all wiring Is good |
| 7 | If applicable, inspect gear box, change or add oil as required. | | ✓ | no gearboxes |
| 8 | Perform required lubrication. Remove old or excess lubricant. | ✓ | | used on blaster garage door lubricant |
| 9 | Clean unit and mechanism thoroughly. Touch up paint where required. | ✓ | | |
| 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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

**Additional Notes:**

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## DOOR KEYPAD / CARD READER

**SITE AND BLDG #:** NY052-01

**MECHANIC SIGNATURE:**

**DATE:** 7/24/19

**LOCATION/RM #:**

**WO#** 9862

**ASSET #** 7883

**START TIME:** 8:45am

**FINISH TIME:** 9am

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE YES | TASK COMPLETE NO | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---|---|---|
| **SPECIAL INSTRUCTIONS** | | | | |
| 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. | ✓ | | |
| **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 . | ✓ | | no sticking keys and LEDs function properly |
| 2 | Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down | ✓ | | keys and pad are clean |
| 3 | Inspect and test the operation of device.-Observe unit in use | ✓ | | |
| 4 | Ensure proper protection of all visible wiring and conduits | ✓ | | no visible wiring or 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 | ✓ | | no compromise found |

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 perfomed by: General Maintenance Worker

**Additional Notes:**