

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

1. _____	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:

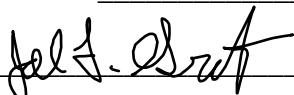
Print Name: _____ Date: _____

Signed: 

To be signed by Facility Manager:

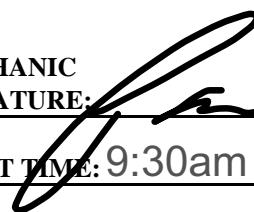
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: **NY126-01**MECHANIC
SIGNATURE: DATE: **7/10/19**

LOCATION/RM #: **WO# 9880** **ASSET # 7115**
7141

START TIME: **9:30am**FINISH TIME: **10am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	✓	/	motor and pump are sealed unit
2	Inspect couplings and check for any pump seal leaks.	✓	/	no leaks
3	Check motor mounts and vibration pads	✓	/	mounts are pump the flanges
4	Tighten all pump flanges.	✓	/	all flanges are tight
5	Visually check pump alignment and coupling	✓	✓	motor and pump are sealed unit
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES

SITE AND BLDG #: **NY126-01 Bldg 2 NOT 1**MECHANIC
SIGNATURE: DATE: **7/10/19**LOCATION/RM #: **WO# 9880** ASSET # **7607**
7654START TIME: **1:15pm**FINISH TIME: **2pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	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.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓	/	used PB Blaster garage door lubricant
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.	✓	/	no debris in roller track
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓	/	all are tight
6	Check for any obstructions that retard full swing or movement of the gate.	✓	/	no obstructions
7	Check that shrubs and trees are pruned clear of gate.	✓	/	no shrubs or trees near gates
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.	✓	/	all wires are properly fastened

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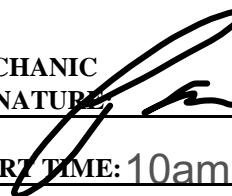
To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: **NY126-01****7675**

LOCATION/RM #:

WO# 9880**ASSET # 7975****7986**MECHANIC
SIGNATURE DATE: **7/10/19**START TIME: **10am**FINISH TIME: **10:45am**

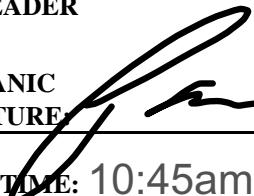
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) 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 opens closes and stops properly
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓	/	safety edge functions 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 gearbox chain driven
8	Perform required lubrication. Remove old or excess lubricant.	✓	/	use PB Blaster garage door lubricant
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓	/	
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 #: **NY126-01**MECHANIC
SIGNATURE: DATE: **7/10/19**

LOCATION/RM #:

WO# 9880**ASSET # 7879**START TIME: **10:45am**FINISH TIME: **11am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 .	✓	/	all work properly
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	✓	/	keypads are clean power supplies are good
3	Inspect and test the operation of device.-Observe unit in use	✓	/	units function properly
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 to the units

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To be performed by: General Maintenance Worker

Additional Notes: