

ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: M0006

Date of Visit: 8/5/19

Contractor Personnel on Site:

1. Scott Werry

2. _____

3. _____

4. _____

5. _____

6. _____

Work Performed:

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

1. 6784, 6828, 6855, 6856, 6857, 6980, 7034, 7039, 7040, 3018
2. 3126, 3105, 3117, 3369
3. _____
4. 10210 10427 10186

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry

Date: 8/5/19

Signed: Scott Werry

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: Jesse A. Schultz ARA Date: 2019 0805

Signed: Jesse Schultz

OTHER RECURRING SERVICES CERTIFICATION OF WORK
(To be completed by the Contractor and saved in the Contractor's CMMS)

FacID/Building: M0006 Date of Visit: 8/5/19

Contractor Personnel on Site:

1. Scott Werry 4. _____
2. _____ 5. _____
3. _____ 6. _____

Work Performed:

Other Recurring Services

1. 7446, 7451, 7525
2. _____
3. 15323
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry Date: 8/5/19
Signed: Scott Werry

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: Jesse A. Schulte ARA Date: 20190805
Signed: Jesse Schulte

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: MD 806-01

LOCATION/RM #: Kitchen

WO# 10927

ASSET # C784

MECHANIC
SIGNATURE: *Scott P. Kelly*

DATE: 8/18/11

START TIME: 9:00

FINISH TIME: 9:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Review manufacturer's instructions.		✓	
2	De-energize, lock out, and tag electrical circuits.	✓		
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		✓	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on	✓		
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓		
2	Verify indicator light on; check compartment temperature.	✓		
3	Examine evaporator for proper clearances/slope and air flow.	✓		
4	Examine handles, hinges and tightness of door closure.	✓		
5	Examine safety door release and fan shut down safety switch.	✓		
6	Inspect lighting for burnt out lamps.	✓		
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	✓		
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓		
9	Clean condenser coil and condensing unit section.	✓		
10	Clean and inspect defrost evaporation trays/pans.	✓		

K00-048CMI Management Inc.

- 11 Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours
- 12 Check operation of thermostats; calibrated as required.
- 13 Check coil superheat and adjust to manufacturers recommendations.
- 14 Inspect and service all electric motors.
- 15 Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
- 16 Check door gasket heater.
- 17 Check box floor for water or ice accumulation.
- 18 Check box for excessive ice build- up and open seams.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

1 R Kleeren

2 Section

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ICE MAKER

SITE AND BLDG #: MD006-01

LOCATION/RM #: Ktche WO# 10427

ASSET # 6828

MECHANIC
SIGNATURE:
J. P. M. /

DATE:

8/15/19

START TIME: 9:15

FINISH TIME: 10:15

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	BASED COMPLETED YES NO	NOTES/ ACTIONS (IF NOT COMPLETED OR CHARGED, PROVIDE EXPLANATION)	
			SPECIAL INSTRUCTIONS	
1	Review manufacturer's instructions.			
2	De-energize, lock out, and tag electrical circuits.			
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.			
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
5	Only approved cleaning chemicals shall be used.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Visually check for refrigerant, oil and water leaks.			
3	Inspect ice condition/size.			
4	As needed, drain and clean unit with proper ice machine cleaning solution.			
5	Check date on water filter, Replace as needed. Water filters should be changed annually at a minimum.			
6	Check and tighten any loose screw-type electrical connections.			
7	Check all controls; adjust if necessary.			
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.			
9	Check and clear ice machine draining system (drain vent, strainer, trap)			
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.			
11	Clean motor, compressor, and condenser coil.			

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
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: MD 006-C

LOCATION/RM #: DRIC

Line

WO# 10427

ASSET # 6805

MECHANIC
SIGNATURE:
Scott Henry

DATE:

8/18/18

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
			OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION
1	Review manufacturer's instructions.		
2	De-energize, lock out, and tag electrical circuits.		
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on	N/A	
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		
2	Verify indicator light on; check compartment temperature.		
3	Examine evaporator for proper clearances/slope and air flow.		
4	Examine handles, hinges and tightness of door closure.		
5	Examine safety door release and fan shut down safety switch.		
6	Inspect lighting for burnt out lamps.		
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.		
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).		
9	Clean condenser coil and condensing unit section.		
10	Clean and inspect defrost evaporation trays/pans.		

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- 11 Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours
- 12 Check operation of thermostats; calibrated as required.
- 13 Check coil superheat and adjust to manufacturers recommendations.
- 14 Inspect and service all electric motors.
- 15 Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
- 16 Check door gasket heater.
- 17 Check box floor for water or ice accumulation.
- 18 Check box for excessive ice build- up and open seams.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

1 R Refreserator
2 Section

REFRIGERATOR
RE-CLEANED
NOT IN USE

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: MD 006 -01

LOCATION/RM #: DRILL WO# 10427 ASSET # 6886

MECHANIC
SIGNATURE: *Scott M. Dwyer*

DATE: 8/15/18

START TIME: 10:15

FINISH TIME: 10:25

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Review manufacturer's instructions.		✓	
2	De-energize, lock out, and tag electrical circuits.		✓	
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		✓	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		✓	
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on		✓	
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		✓	
2	Verify indicator light on; check compartment temperature.		✓	
3	Examine evaporator for proper clearances/slope and air flow.		✓	
4	Examine handles, hinges and tightness of door closure.		✓	
5	Examine safety door release and fan shut down safety switch.		✓	
6	Inspect lighting for burnt out lamps.		✓	
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.		✓	
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).		✓	
9	Clean condenser coil and condensing unit section.		✓	
10	Clean and inspect defrost evaporation trays/pans.		✓	

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- 11 Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours
- 12 Check operation of thermostats; calibrated as required.
- 13 Check coil superheat and adjust to manufacturers recommendations.
- 14 Inspect and service all electric motors.
- 15 Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
- 16 Check door gasket heater.
- 17 Check box floor for water or ice accumulation.
- 18 Check box for excessive ice build-up and open seams.

N/A

37°

✓

N/A

✓

✓

N/A

✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

1 - R Refrigerator

2 - Section

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: M0006-01

LOCATION/RM #: Kitchen WO# 10427

ASSET # 6857

MECHANIC
SIGNATURE: *Scott Mervin*

DATE: 2/1/18

FINISH TIME: 10:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
1	Review manufacturer's instructions.		✓	
2	De-energize, lock out, and tag electrical circuits.		✓	
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		✓	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		✓	
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on		✓	
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		✓	
2	Verify indicator light on; check compartment temperature.		✓	
3	Examine evaporator for proper clearances/slope and air flow.		✓	
4	Examine handles, hinges and tightness of door closure.		✓	
5	Examine safety door release and fan shut down safety switch.		✓	
6	Inspect lighting for burnt out lamps.		✓	
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.		✓	
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).		✓	
9	Clean condenser coil and condensing unit section.		✓	
10	Clean and inspect defrost evaporation trays/pans.		✓	

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- 11 Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours
- 12 Check operation of thermostats; calibrated as required.
- 13 Check coil superheat and adjust to manufacturers recommendations.
- 14 Inspect and service all electric motors.
- 15 Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
- 16 Check door gasket heater.
- 17 Check box floor for water or ice accumulation.
- 18 Check box for excessive ice build- up and open seams.

N/A

370

✓

N/A

✓

N/A

✓

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

1 pc Refrigerator

2 - Section

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: MD 006-01

LOCATION/RM #: Barker
Neon

WO# 10027

ASSET # 6980

MECHANIC
SIGNATURE:
Scott M. Miller

DATE:

8/8/19

START TIME: 10:25

FINISH TIME:

10:40

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	✓		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓		
4	Do not allow any open flames around equipment.	✓		
1	Attach drain hose. Drain several gallons from tank to remove	✓		
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	✓		
3	Check all connections - electric, gas and water. Tighten as necessary.	✓		
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	✓		
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		
6	Clean sight glasses on tanks.	N/A		
7	Clean strainer, check condition of traps. Report and repair leaks.	N/A		
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓		

K00-048CMI Management Inc.

9 If applicable, Remove and inspect Anode, replace if necessary
10 Clean up work area and remove trash.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

100 Gallon

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: MD 806-01

LOCATION/RM #: Barker WO# 10927

ASSET # 7039

MECHANIC
SIGNATURE:

DATE:

8/15/13

START TIME: 10:40

FINISH TIME: 10:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	✓	
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓	
4	Do not allow any open flames around equipment.	✓	
1	Attach drain hose. Drain several gallons from tank to remove	✓	
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	✓	
3	Check all connections - electric, gas and water. Tighten as necessary.	✓	
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	✓	
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓	
6	Clean sight glasses on tanks.	N/A	
7	Clean strainer, check condition of traps. Report and repair leaks.	N/A	
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓	

K00-048CMI Management Inc.

9 If applicable, Remove and inspect Anode, replace if necessary ✓
10 Clean up work area and remove trash.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

84

Gordon

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: MP 006 - 01

LOCATION/RM #: Berlee WO# 10427 ASSET # 7038

MECHANIC
SIGNATURE: *Mark Mervin*

DATE: 26-11-18

START TIME: 10:50

FINISH TIME: 11:00

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
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	✓		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓		
4	Do not allow any open flames around equipment.	✓		
1	Attach drain hose. Drain several gallons from tank to remove	✓		
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	✓		
3	Check all connections - electric, gas and water. Tighten as necessary.	✓		
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	✓		
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		
6	Clean sight glasses on tanks.	N/A		
7	Clean strainer, check condition of traps. Report and repair leaks.	N/A		
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓		

K00-048CMI Management Inc.

9) If applicable, Remove and inspect Anode, replace if necessary
10) Clean up work area and remove trash. *Y*

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For To be performed by: General Maintenance Worker
Additional Notes:

k 3

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: M0086-Z04

LOCATION/RM #: Kitch WO# 10427

ASSET # 7040

MECHANIC
SIGNATURE: *Scott Mervin*

DATE: 8-15-18

START TIME: 11:00

FINISH TIME: 11:10

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	✓		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓		
4	Do not allow any open flames around equipment.	✓		
1	Attach drain hose. Drain several gallons from tank to remove	N/A		
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	N/A		
3	Check all connections - electric, gas and water. Tighten as necessary.	N/A		
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at			
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.			
6	Clean sight glasses on tanks.			
7	Clean strainer, check condition of traps. Report and repair leaks.			
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.			
9	If applicable, Remove and inspect Anode, replace if necessary			
10	Clean up work area and remove trash.			

K00-048CMI Management Inc.

- 9 If applicable, Remove and inspect Anode, replace if necessary
- 10 Clean up work area and remove trash.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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: