

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

FACID/Building: PA017

Date of Visit: 5/20/19

Contractor Personnel on Site:

1. Tony Lazares
2. Jim Geertman
3. Scott Werry

4. Gary Beitzel
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 8546
2. 8652
3. 8778
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertman

Date: 5-20-19

Signed: [Signature]

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: Linda Leski

Date: 5/20

Signed: [Signature]

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

FACID/Building: P2017 - 01 Date of Visit: 5/17/18

Contractor Personnel on Site:

- |                       |          |
|-----------------------|----------|
| 1. <u>Tony Lerman</u> | 4. _____ |
| 2. <u>Jim Gertner</u> | 5. _____ |
| 3. _____              | 6. _____ |

Work Performed:

Other Recurring Services

- |                |       |
|----------------|-------|
| 1. <u>8597</u> | _____ |
| 2. _____       | _____ |
| 3. _____       | _____ |
| 4. _____       | _____ |

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Lerman Date: 5/17/18  
Signed: [Signature]

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: Linda Lasky Date: 5/20  
Signed: [Signature]

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #:

Pa 07 - 01

LOCATION/RM #:

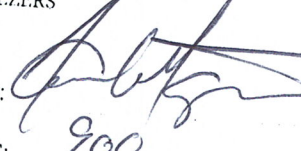
MUC  
MUC

WO#

8652

ASSET #

68746

MECHANIC  
SIGNATURE:


DATE:

5/20/18

START TIME:

900

FINISH TIME:

915

| CHECK<br>POINT | CHECKPOINT DESCRIPTION                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                           |               |    | NA                                                                      |
| 6              | Inspect lighting for burnt out lamps.                                                                                  |               |    |                                                                         |
| 7              | Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.               |               |    | NA                                                                      |
| 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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- 1 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:

2

Section

Refrigerator



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

Pa 017 -01

MECHANIC  
SIGNATURE:

DATE:

5/12/17

LOCATION/RM #:

Boyle  
Rm

WO#

8652

ASSET #

6955

START TIME:

800

FINISH TIME:

845

| CHECK<br>POINT | CHECKPOINT DESCRIPTION                                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                                                  |               |    | 140°                                                                    |
| 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.                                                            |               |    |                                                                         |

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- 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:

INSTA

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

MECHANIC

SIGNATURE:

DATE:

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                  |               |    |                                                                         |
| 3           | Ensure that no personnel are in area of relief piping discharge. 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.                                                                                                                                                    |               |    |                                                                         |
| 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.                                            |               |    |                                                                         |

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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

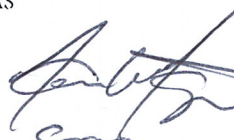
Additional Notes:

INSPECTION

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

P207 -01

MECHANIC  
SIGNATURE:


DATE:

5/2/19

LOCATION/RM #:

Boiler

WO#

8650

ASSET #

6957

START TIME:

800

FINISH TIME:

830

| CHECK<br>POINT | CHECKPOINT DESCRIPTION                                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                                                  |               |    | NA 140                                                                  |
| 5              | Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.                                                                                             |               |    | NA                                                                      |
| 6              | Clean sight glasses on tanks.                                                                                                                                                                    |               |    | NA                                                                      |
| 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.                                                            |               |    | NA                                                                      |

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- 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:

INSTA

HLS



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

MECHANIC  
SIGNATURE:

LOCATION/RM #:

START TIME:

DATE:

FINISH TIME:

| CHECK<br>POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|----------------|------------------------|---------------|----|-------------------------------------------------------------------------|
|                |                        | YES           | NO |                                                                         |

- 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.
- Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal
- Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.
- Do not allow any open flames around equipment.
- Attach drain hose. Drain several gallons from tank to remove
- 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.
- Check all connections - electric, gas and water. Tighten as necessary.
- Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at
- Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.
- Clean sight glasses on tanks.
- Clean strainer, check condition of traps. Report and repair leaks.
- Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.

—  
—  
—  
—

NA 1400

NA

NA

NA

NA

K00-048CMI Management Inc.

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

NA

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:

INSTA

1005

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

Pa

017-01

MECHANIC  
SIGNATURE:


DATE:

1/2/13

LOCATION/RM #:

Baker  
Rm

WO#

9652

ASSET #

6959

START TIME:

800

FINISH TIME:

845

| CHECK<br>POINT | CHECKPOINT DESCRIPTION                                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                                                  | NA            |    | 135°                                                                    |
| 5              | Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.                                                                                             | NA            |    |                                                                         |
| 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.                                                            | NA            |    |                                                                         |

K00-048CMI Management Inc.

NA

- 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:

1/25/13

1/25



# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK, LIGHTING

SITE AND BLDG #:

Proc 7 - 01

LOCATION/RM #:

WO# 8652

ASSET # 7309

MECHANIC  
SIGNATURE:

*[Signature]*

DATE:

5/2/18

START TIME:

830

FINISH TIME:

845

| CHECK<br>POINT | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |                                     | NOTES/ ACTIONS<br><small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------|----------------------------------------------------------------------------------------|
|                |                                                                                                                                                                                  | 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. |               | <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"/> |                                                                                        |
| 1              | Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.                                                              |               | <input checked="" type="checkbox"/> |                                                                                        |
| 2              | Check physical connections.                                                                                                                                                      |               | <input checked="" type="checkbox"/> |                                                                                        |
| 3              | Verify the timeclock configuration, ensure proper operation.                                                                                                                     |               | <input checked="" type="checkbox"/> |                                                                                        |
| 4              | If applicable, check battery and replace as needed.                                                                                                                              |               | <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 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:

2 R Time Clock