

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

FACID/Building: PROS - 124

Date of Visit: 5/10/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Geertges
3. Scott Werry

4. Greg Betsch
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 8617
2. 8705
3. \_\_\_\_\_
4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Scott Werry Date: 5/10/19

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: Velton Hanks SSGT Date:

Signed: Velton Hanks

E-Mail:

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

FacID/Building: Pr 051-19

Date of Visit: 5/10/19

Contractor Personnel on Site:

1. Tony Correa  
2. Scott Werry  
3. Jim Geerha

4. Cony Befel  
5.  
6.

Work Performed:

Other Recurring Services

1. 85r4  
2.  
3.  
4.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Scott Werry  
Signed: Scott Werry

Date: 5/10/19

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: Wilton Hanks ssgt  
Signed: Wilton Hanks

Date:

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
ICE MAKER

SITE AND BLDG #: Pa 051 - 194

LOCATION/RM #: Kitchen WO# 8617

ASSET # 6801

MECHANIC  
SIGNATURE: *Scott M. Huy*

DATE: 5/10/19

START TIME: 8:00

FINISH TIME: 9:00

ITEM #	DESCRIPTION	SPECIAL INSTRUCTIONS	PAST PERFORMANCE		NOTES/REMARKS
			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	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 #: P051 - 184

LOCATION/RM #: k, lch

WO# 8617

ASSET # 6853

MECHANIC  
SIGNATURE: *John M. Miller*

DATE: 5/10/18

START TIME: 9:00

FINISH TIME: 9:30

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

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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
- 2 Check operation of thermostats; calibrated as required.
- 3 Check coil superheat and adjust to manufacturers recommendations.
- 4 Inspect and service all electric motors.
- 5 Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.
- 6 Check door gasket heater.
- 7 Check box floor for water or ice accumulation.
- 8 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:

*Refrigerators*

/

*Section*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**REACH-IN REFRIGERATORS/ FREEZERS**

SITE AND BLDG #: P-051-194

LOCATION/RM #: Kafeh

WO# 8617

ASSET # 6860

MECHANIC  
SIGNATURE:

Darryl Bent

DATE: 5/10/18

START TIME: 10:02

FINISH TIME: 10:30

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES      NO	NOTES/ ACTIONS (IF 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	✓		
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:

Refrigerator 2 sectn  
 Light inside doors not work  
 Set Aset  
 Temp 48 50

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**WALK-IN REFRIGERATORS/ FREEZERS**

ACTIVITY AND BLDG #:

Pf 051 -194

LOCATION: Kitchen Wd# 8617 Asset 698

MECHANIC  
SIGNATURE:

Heey Beto

DATE: 5/10/18

START TIME: 10:00

FINISH TIME: 10:30

ITEM	DESCRIPTION	DAILY COMPLETION		NOTES/ACHIEVEMENT
		YES	NO	
1	Review manufacturer's instructions.	✓	✓	
2	Notify cafeteria operator and get permission prior to performing all maintenance.	✓	✓	
3	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	✓	✓	
4	De-energize, lock out, and tag electrical circuits.	✓	✓	
5	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓	✓	
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓	✓	
7	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	✓	✓	
TO BE PERFORMED DAILY OR EACH INSPECTION SERVICE				
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 condensate drain and drain heating.	✓	✓	
5	Examine handles, hinges and tightness of door closure.	✓	✓	
6	Examine safety door release and fan shut down safety switch.	✓	✓	
7	Inspect lighting for burnt out lamps.	✓	✓	
8	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	✓	✓	
9	Check door gasket heater.	✓	✓	
10	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	✓	✓	MD
11	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	✓	
12	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.	✓	✓	
13	Check operation of thermostats; calibrated as required.	✓	✓	
14	Check coil superheat and adjust to manufacturers recommendations.	✓	✓	
15	Inspect and service all electric motors.	✓	✓	
16	Check box floor for water or ice accumulation.	✓	✓	
17	Check box for excessive ice build-up and open seams.	✓	✓	

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

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012, *Public Buildings Maintenance Standards Final*, October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

Set Act  
31 34

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: P0051 - 184

LOCATION/RM #: Bunker 16 WO# 8017

ASSET # 7036

MECHANIC  
SIGNATURE:

Darryl Bentz

DATE: 5/10/19

FINISH TIME: 9:30

START TIME: 9:00

CHECKPOINT	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.	✓		
5	Attach drain hose. Drain several gallons from tank to remove	✓		
6	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.	✓		
7	Check all connections - electric, gas and water. Tighten as necessary.	✓		
8	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	✓		PD
9	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		NP
10	Clean sight glasses on tanks.	✓		NP
11	Clean strainer, check condition of traps. Report and repair leaks.	✓		
12	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:

T-mp  
120

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #: *Phase 1, 184*MECHANIC  
SIGNATURE: *TS*DATE: *5/10/18*LOCATION/RM #: *WTR.*WO# *867*ASSET # *7323*START TIME: *0600*FINISH TIME: *0845*

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.	/		
1	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	/		
2	Check physical connections.	/		
3	Verify the timeclock configuration, ensure proper operation.	/		
4	If applicable, check battery and replace as needed.	/		<i>PL</i>

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:

*Photo Cell dr*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #:

P-051 - 184

LOCATION/RM #:

OUTSW

WO# 8C17

ASSET # 7349

MECHANIC  
SIGNATURE:

L.E.

DATE:

5/10/18

START TIME:

08:00

FINISH TIME:

08:45

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.			

- 1 Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.
- 2 Check physical connections.
- 3 Verify the timeclock configuration, ensure proper operation.
- 4 If applicable, check battery and replace as needed.

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:

Photo Cell 2P