

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-227 Date of Visit: 3-27

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Dominic Stango</u> | 3. _____ |
| 2. <u>Scott Kenders</u> | 4. _____ |

Work Performed:

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

1. WO# 7689
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 3-27-19

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: AC [Signature] Date: 3/27/19

Signed: 

E-Mail: _____

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: Pa051-227 Date of Visit: 3-21-19

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Dominic Stango</u> | 3. _____ |
| 2. <u>Scott Renders</u> | 4. _____ |

Work Performed:

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

1. WO# 7694, 7178
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 3-27-19

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: AC Plafie Date: 3/27/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **VARIABLE FREQUENCY DRIVE**

SITE AND BLDG #: PA051-22701

MECHANIC SIGNATURE: Scott Kennedy DATE: 3/21/19

LOCATION/RM #: MCL WO# 7694 ASSET # 5012

START TIME: 930 FINISH TIME: 945

| 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. | X | | |
| 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. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Perform a complete visual inspection and cleaning. Broken or damaged parts are replaced as necessary. Inspected for ambient temperature, dust, dirt, moisture, evidence of overheating, corrosion, integrity, etc. Capacitors are checked for leakage. Conductors and parts are checked for proper insulation. Drives are cleaned using vacuum or compressed air as required. Filters are cleaned or replaced. Power connections are re-torqued to manufacturer's specifications. | X | | |
| 2 | Proper cooling is critical to the operation of a VFD. Fans are energized and tested for air flow. Heat sinks and air passages are inspected to detect blockage or broken/cracked components. Fans are replaced as necessary. | X | | |
| 3 | Inspect VFD panel for alarm and confirm that unit is in automatic operation and system is normal. | X | | |

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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227

MECHANIC
SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 5003

START TIME: 12:40

FINISH TIME: 12:50

| CHECKS REQUIRED | CHECKS/INSTRUCTIONS | TESTS/COMPLETION | | NOTES/REMARKS |
|---|---|------------------|----|---------------|
| | | YES | NO | |
| GENERAL 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. | ✓ | | |
| TASKS PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication at least annually. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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: motor bearings going bad motor is being replaced Monday 25th

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: A051-227MECHANIC
SIGNATURE: [Signature]DATE: 3-18-19LOCATION/RM #: boiler WO# 7694 ASSET # 4982START TIME: 11:40FINISH TIME: 11:50

| ITEMS REQUEST | CHARGE DESCRIPTION | TECHNICIAN | DATE | STATUS |
|---|---|------------|------|--------|
| 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. | ✓ | | |
| TOTAL PERFORMED AFTER 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. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: A051-227MECHANIC
SIGNATURE: [Signature]DATE: 3-13-19LOCATION/RM #: mech. WO# 7694 ASSET # 4966START TIME: 11:30FINISH TIME: 11:40

| CHECKS NUMBER | CHECK/ADDITIONAL DISCREPANCIES | PASS/COMPLETION | | NOTES/REMARKS |
|---|---|-----------------|----|---------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | |
| 3 | Check motor mounts and vibration pads | ✓ | | |
| 4 | Tighten all pump flanges | ✓ | | |
| 5 | Visually check pump alignment and coupling | ✓ | | |
| 6 | Inspect electrical connections | ✓ | | |

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 performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227

MECHANIC:
SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 4449

START TIME: 11:20

FINISH TIME: 11:30

| CHECK POINTS | CIRCULATING DISCRESSION | PUMP CONDITIONS | | NOTES/REMARKS |
|--|---|-----------------|-------|---------------|
| | | WATER | WATER | |
| 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 FACILITY 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. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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 performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227MECHANIC
SIGNATURE: [Signature]DATE: 3-13-19LOCATION/RM #: Boiler WO# 7694 ASSET # 4948START TIME: 11FINISH TIME: 11:10

| CHECKS REQUIRED | CHECKED/NOT CHECKED/REASON | REPAIRS COMPLETED | | NOTED/AS/COMMENTS |
|---|---|-------------------|----|-------------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks | ✓ | | |
| 3 | Check motor mounts and vibration pads | ✓ | | |
| 4 | Tighten all pump flanges | ✓ | | |
| 5 | Visually check pump alignment and coupling | ✓ | | |
| 6 | Inspect electrical connections | ✓ | | |

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: PA051-227MECHANIC
SIGNATURE: [Signature]DATE: 3-13-19LOCATION/RM #: boiler WO# 7694 ASSET # 4947START TIME: 10:50FINISH TIME: 11

| ITEM NO. | DESCRIPTION | TO BE COMPLETED | | REMARKS/COMMENTS |
|---|---|-----------------|----|------------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa081-227

MECHANIC
SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 4900

START TIME: 10:30

FINISH TIME: 10:40

| ITEM NO. | DESCRIPTION | TESTS/COMPLETION | | REMARKS/REVISIONS |
|---|---|------------------|----|-------------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | N | | |
| 6 | Inspect electrical connections. | ✓ | | |

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227

MECHANIC
SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 4899

START TIME: 10:30

FINISH TIME: 10:30

| CHECK NUMBER | CHECKPOINT/DESCRIPTION | BASIS/COMPLETION | | NOTES/EXCEPTIONS |
|--|---|------------------|----|------------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks | ✓ | | |
| 3 | Check motor mounts and vibration pads | ✓ | | |
| 4 | Tighten all pump flanges | ✓ | | |
| 5 | Visually check pump alignment and coupling | ✓ | | |
| 6 | Inspect electrical connections | ✓ | | |

Note: The technician shall perform any repairs identified during PM, up to \$250.00.

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 CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227

MECHANIC
SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 4898

START TIME: 10:10

FINISH TIME: 10:20

| ITEM NO. | DESCRIPTION | COMPLETION DATE | | REMARKS |
|---|---|-----------------|------|---------|
| | | DATE | TIME | |
| 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. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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.

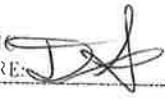
To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: Pa051-227

MECHANIC

SIGNATURE: 

DATE: 3-13-19

LOCATION/RM #: boiler WO# 7694 ASSET # 4897

START TIME: 0

FINISH TIME: 0:10

| ITEMS REQUIRED | CHECKED/NOT CHECKED | REPAIRS/RECOMMENDATIONS | | NOTES/CONDITIONS |
|---|---|-------------------------|----|------------------|
| | | 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. | ✓ | | |
| 2 | Inspect couplings and check for any pump seal leaks. | ✓ | | |
| 3 | Check motor mounts and vibration pads. | ✓ | | |
| 4 | Tighten all pump flanges. | ✓ | | |
| 5 | Visually check pump alignment and coupling. | ✓ | | |
| 6 | Inspect electrical connections. | ✓ | | |

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: