

ATTACHMENT J-0200000-05  
FORMS

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

FACID/Building: Pr 16-01

Date of Visit: 5/16/19

Contractor Personnel on Site:

1. Tony Lazzos
2. Jim Geertgens
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

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

1. 8612

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Jim Geertgens

Date: 5-16-19

Signed: Jim Geertgens

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: TIMOTHY S PETERSON

Date: 17 MAY 19

Signed: Timothy S Peterson

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

FacID/Building: Pr 166 - C Date of Visit: 5/16/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Goertzen
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Work Performed:

Other Recurring Services

1. 8557
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Jim Goertzen Date: 5-16-19

Signed: Jim Goertzen

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: TIMOTHY S PETERS Date: 17 MAY 19

Signed: Timothy S Peters

E-Mail: \_\_\_\_\_

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #: Pr 166-01

LOCATION/RM #: *Basement*  
W0# 8612

ASSET # 7210

MECHANIC  
SIGNATURE: *JG*

START TIME: 0800

DATE: 5/12/18

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.			<i>SA</i>
2	Check physical connections.	✓		
3	Verify the timeclock configuration, ensure proper operation.			<i>PL</i>
4	If applicable, check battery and replace as needed.			<i>M</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 Control Panel*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #:

Pr 166-0

MECHANIC  
SIGNATURE:

Tee

START TIME:

02:

DATE:

5/12/18

LOCATION/RM #:

Boiler  
room

WO# 8612

ASSET # 7398

FINISH TIME:

0944

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.	✓		26

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:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ICE MAKER**

SITE AND BLDG #:

P 166-01

LOCATION/RM #:

kitchen

WO# 8617

ASSET # 6786

MECHANIC  
SIGNATURE:

Haley Becht

DATE:

5/17/18

START TIME:

10:30

FINISH TIME:

11:00

CHECKLIST ITEM #	CHECKPOINT DESCRIPTION	PASSED/COMPLETED		NOTES/ACCTIONS (ENTER COMMENTS OR RECOMMENDATIONS)
		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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 #: *Pr 166-01*  
 MECHANIC SIGNATURE: *John S*  
 LOCATION/RM #: *Kitchen* DATE: *8/12/13*  
 WO# *8612* ASSET # *6862* START TIME: *9:00*  
 FINISH TIME: *9:15*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION</small>
		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.	/	/	<i>8/12/13</i>
2	Verify indicator light on; check compartment temperature.	/	/	<i>AC</i>
3	Examine evaporator for proper clearances/slope and air flow.	/	/	<i>42</i>
4	Examine handles, hinges and tightness of door closure.	/	/	<i>NA</i>
5	Examine safety door release and fan shut down safety switch.	/	/	<i>NA</i>
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.

- 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:

*2 Section* *Refrigerator*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: PR 166 -01

LOCATION/RM #: Kitchen

WO# 8612

ASSET # 6861

MECHANIC  
SIGNATURE:  


DATE:

5/17/13

START TIME:

845

FINISH TIME: 900

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.	/	/	Set 42 Acc 40.
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.	/	/	NP
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.	/	/	

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:

2 Section

Refrigerator