

CERTIFICATION OF WORK

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

FACID/Building: WV 043

Date of Visit: 5/21/19

Contractor Personnel on Site:

1. Tony Goran
2. Jim Beertjes
3. Scott Warr

- 4.
- 5.
- 6.

Work Performed:

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

1. 8646
2. 8788
- 3.
- 4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: John C. Geertgens  
Signed: John C. Geertgens

Date: 5-21-19

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: SSG Socca, Stan  
Signed: Stan S. Socca Date: 20190521

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
ICE MAKER

SITE AND BLDG #: *WV 043-01*LOCATION/RM #: *DRCA* WO# *8646*ASSET # *6831*MECHANIC  
SIGNATURE: *John D. Johnson*DATE: *5/21/13*START TIME: *1030*FINISH TIME: *1100*

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	BASIC CONSIDERATION (YES / NO)	INCIDENT ACTIONS OF THIS COMPLIANCE CHECKING PROVIDED 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 #: *WU043-01*LOCATION/RM #: *Refr*  
*110c* WO# *8646*ASSET # *6882*MECHANIC  
SIGNATURE: *John*DATE: *1-21-18*START TIME: *160*FINISH TIME: *115*

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	/	
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.	/	set 40° acc 38°
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:

*2 Section*  
*Refrigerator*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

WV 003 - 01

LOCATION/RM #:

Boiler

WO# 8646

ASSET #

7058

MECHANIC  
SIGNATURE:

DATE:

5/21/18

START TIME:

1115

FINISH TIME:

1130

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.	/	/	
3	Ensure that no personnel are in area of relief piping discharge.	/	/	
4	Check all connections - electric, gas and water. Tighten as necessary.	/	/	N/A
5	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at	/	/	
6	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	/	/	
7	Clean sight glasses on tanks.	/	/	N/A
8	Clean strainer, check condition of traps. Report and repair leaks.	/	/	N/A
	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	/	/	N/A

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #: WV 043-04

LOCATION/RM #: Duct WO# 8646

ASSET # 7336

MECHANIC  
SIGNATURE:  
103

DATE: 5/21/18

START TIME: 103

FINISH TIME: 103 ✓

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (OR 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. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
2	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.			
3	Check physical connections.			
4	Verify the timeclock configuration, ensure proper operation.			
	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:

X/05 10 05E

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK, LIGHTING

SITE AND BLDG #: WU 003-01

LOCATION/RM #: 1st flr

WO# 8646

ASSET # 7340

MECHANIC  
SIGNATURE:  
TGESTART TIME:  
10:35

DATE: 5/2/18

FINISH TIME: 10:46

CHECKPOINT 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. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	✓	
2	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	✓		
3	Check physical connections.	✓		
4	Verify the timeclock configuration, ensure proper operation.	✓		
	If applicable, check battery and replace as needed.	✓		✓ 1a

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  
TIME CLOCK, LIGHTING

SITE AND BLDG #: WU 043-01

LOCATION/RM #: Boiler Room

WO# 8646

ASSET # 7345

MECHANIC  
SIGNATURE:  
Tog e

DATE: 5/21/

START TIME:

FINISH TIME:

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS <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. Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	/	
2	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	/	/	
3	Check physical connections.	/	/	
4	Verify the timeclock configuration, ensure proper operation.	/	/	
	If applicable, check battery and replace as needed.	/	/	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: