ATTACHMENT J-0200000-05
FORMS

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

FACID/Building: WV 053 Date of Visit: 8/23/19

Contractor Personnel on Site:

1. Tony Cozmo
2. Scott Beery
3.
4.
5.
6.

Work Performed:

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

1. 10216
2. 10434
3. 10229
4. 10465

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Cozmo Date: 8/23/19

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: Aaron M. Crum WS-09 Date: 23AUG19

Signed:

OTHER RECURRING SERVICES CERTIFICATION OF WORK

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

FACID/Building: WV 053 Date of Visit: 8/23/19

Contractor Personnel on Site:

1. Tony Cozart
2. Scott Lowery
3.
4.
5.
6.

Work Performed:

Other Recurring Services

1. 10346
2.
3.
4.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Tony Cozart Date: 8/23/19

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: Aaron M. Crum WS-09 Date: 23AUG19

Signed:

E-Mail:

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ICE MAKER

SITE AND BLDG #: WU073-01

LOCATION/RM #: Kitchen WO# 10434 ASSET # 6837

MECHANIC SIGNATURE: [signature] DATE: 8/23/18

START TIME: 0817 FINISH TIME: 0847

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	TASK COMPLETED NO	NOTES/ACTIONS (IF TASK COMPLETED IS CHECKED NO PROVIDE 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.		N/A	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		N/A	
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.	✓		No Filter
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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: WU053-01 MECHANIC SIGNATURE: DATE: 2/23/17

LOCATION/RM #: kitchen WO# 10434 ASSET # 6913 START TIME: 0530 FINISH TIME: 0558

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE 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.		n/a	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		n/a	
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.	✓		37.7 A 42.2 B
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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

2 R Refrigerant

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: WU03-01 MECHANIC SIGNATURE: [signature] DATE: 8/23/18

LOCATION/RM #: Kitchen WO# 10434 ASSET # 6999 START TIME: 0815 FINISH TIME: 09:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	Standard Requirements			
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.	✓		
	Procedures			
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 and water. Tighten as necessary. Ensure power is disconnected to electric heaters	✓		
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum	✓		
5	Check amperage draw of upper and lower elements and compare to name plate data.	✓		17.0
6	Clean element contacts, and check for proper closing under load.	✓		
7	Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.	✓		
8	If applicable, Remove and inspect Anode, replace if necessary	✓		
9	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 discription of the deficiency.

1 R 27 Gallons

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: WU 053-01 MECHANIC SIGNATURE: [signature] DATE: 8/23/17

LOCATION/RM #: 200 WO# 10439 ASSET # 7017 START TIME: 0945 FINISH TIME: 0950

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	GENERAL INSPECTIONS			
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.	✓		
	DOMESTIC HOT WATER HEATER - ELECTRIC			
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 and water. Tighten as necessary. Ensure power is disconnected to electric heaters	✓		
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum	✓		
5	Check amperage draw of upper and lower elements and compare to name plate data.	✓		17.7 17.8
6	Clean element contacts, and check for proper closing under load.	✓		
7	Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.	N/A		
8	If applicable. Remove and inspect Anode, replace if necessary	N/A		
9	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 discription of the deficiency.

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: WO 03 - 1 MECHANIC SIGNATURE: DATE: 8/23/15

LOCATION/RM #: 20a WO# 16434 ASSET # 7018 START TIME: 0915 FINISH TIME: 0945

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	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 and water. Tighten as necessary. Ensure power is disconnected to electric heaters	✓		
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum	✓		
5	Check amperage draw of upper and lower elements and compare to name plate data.	✓		15.9 16.1
6	Clean element contacts, and check for proper closing under load.	✓		
7	Clean pump, controls, switches, and starters. Check condition of pump seal or packing, and replace as required.	N/A		
8	If applicable. Remove and inspect Anode, replace if necessary	N/A		
9	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 discription of the deficiency.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: WUGB3-01 MECHANIC SIGNATURE: [signature] DATE: 8/23/11

LOCATION/RM #: Kitch WO# 10474 ASSET # None START TIME: 0811 FINISH TIME: 0813

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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	N/A		
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	N/A		
6	Clean sight glasses on tanks.	N/A		
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.	N/A		

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9	If applicable, Remove and inspect Anode, replace if necessary	N/A		
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 discription of the deficiency.
To be perfomed by: General Maintenance Worker
Additional Notes:

2 RL

INSTA Htr

GAS SHUT off To UNIT A

Cover still Missing on UNIT B

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PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: WU 073-01 MECHANIC SIGNATURE: [signature] DATE: 8/23/19

LOCATION/RM #: Baler Rm WO# 10994 ASSET # 7334 START TIME: 0810 FINISH TIME: 0820

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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.		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 discription of the deficiency.
To be perfomed by: General Maintenance Worker
Additional Notes: