

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

FAC ID Building Upper Marlboro ^{MD016} Date of Visit: 11/2/18

Contractor Personnel on Site:

1. Patrick Donovan

1.

2.

2.

3.

3.

Work Performed:

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

4. LIST WORK: 6352, 6385, 6332 & 6386
5. Freezer, Water Heater, Sump Pump, Air handlers, Chiller,
6. Dehumidifier, Flood lights, Gas fired Heaters
7.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Donovan

Date: 11/2/18

Signed

Patrick Donovan

To be signed by Facility Manager or Government Official

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name Rank: SGT Teshia Contreras

Date: 20181102

Signed

Teshia Contreras

E-Mail: teshia.s.contreras.mil@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: Upper Madhara MD 16

MECHANIC SIGNATURE: [Signature]

DATE: 11/2/18

LOCATION/RM #: Kitchen WO# 6352 ASSET # 1531

START TIME: 9:30

FINISH TIME: 9:40

ITEM NO.	CHECK/REPAIR DESCRIPTION	DATE	INITIALS	REMARKS
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 refrigerant containers.			
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.			
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.			

*Kitchen no fix
Condenser
Freezer*

LINE NO.	DEFICIENCY DESCRIPTION	WORK COMPLETION		NOTES/ACTIONS
		DATE	NO.	
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 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 SUMP PUMP

SITE AND BLDG #: Upper Marlboro MD 2016 MECHANIC SIGNATURE: [Signature] DATE: 11/2/18
LOCATION/RM #: Rite Rm, WO# 1362 ASSET # 1536 START TIME: 9:45 FINISH TIME: 10:15

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Signal checked Manual Record log</u>
2	Schedule outage with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No Materials Removal</u>
4	If the material removed from the pump is hazardous, contact the Regional S&E/M office for disposal instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
5	If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
6	Excessive sediment and debris, not removed by flushing the pit should be handled on a project basis, and not considered under this standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove cover plates and flush pit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>
2	Inspect check valve.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
3	Inspect interior of pit for cracks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>No cracks visible</u>
4	Inspect cover plate gaskets and replace if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
5	Insure the unit is operating properly, report any deficiencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>good</u>
6	Clean up work area and remove all debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Done</u>

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: found PIT half full of water. Unplugged pump, disconnected drain pipe, pulled Pump out of pit found debris clogging Pump. removal + replaced pump turned pump back on + PIT drained

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Upper Marlboro MD 2016

MECHANIC SIGNATURE: [Signature]

DATE: 11/2/13

LOCATION/RM #: Mechanical Room WO# 6552 ASSET # 1535

START TIME: 10:25

FINISH TIME: 10:50

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.	✓		dated 11/2/13 good Maint. Record Tag
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	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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.		NA	
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.	✓		good tag
3	Check all connections - electric, gas and water. Tighten as necessary.	✓		all tight
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	✓		good 120°
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		done
6	Clean sight glasses on tanks.		NA	no sight glasses
7	Clean strainer, check condition of traps. Report and repair leaks.	✓		no leaks visible
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓		Done all good
9	If applicable, Remove and inspect Anode, replace if necessary		NA	
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 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: