

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

FacID Building *Upper Marlboro* MD016 Date of Visit: *11/2/18*

Contractor Personnel on Site:

*Patrick Donoran*

1.

4.

2.

5.

3.

6.

7. *None*

8. *None*

Work Performed:

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

1. First Work *6352, 6385, 6332 + 6386*

6. *Freezer, Water Heater, Sump Pump, Air handlers, Chiller, Dehumidifier, Flood lights, Gas fired Heaters*

8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name:

*Patrick Donoran*

Date: *11/2/18*

Signed:

*Pat*

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:

*JL/CJ*

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**REACH-IN REFRIGERATORS/ FREEZERS**

**SITE AND BLDG #:** Upper Marlboro MD 20772

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

**MECHANIC SIGNATURE:** Patricia **DATE:** 11/21/18

**START TIME:** 9:30 **FINISH TIME:** 9:40

|    |                                                                                                                                                                                     | REFRIGERATOR |  | FREEZER |                          |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|---------|--------------------------|
| 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.                                                                      |              |  |         | <del>Refrigeration</del> |
| 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.                                      |              |  | ✓       |                          |
| 6  | Check with operating or area personnel for any deficiencies; verify cleaning program.                                                                                               |              |  | ✓       |                          |
| 7  | Verify indicator light on; check compartment temperature.                                                                                                                           |              |  | ✓       |                          |
| 8  | Examine evaporator for proper clearances/slope and air flow.                                                                                                                        |              |  | ✓       |                          |
| 9  | Examine handles, hinges and tightness of door closure.                                                                                                                              |              |  | ✓       |                          |
| 10 | Examine safety door release and fan shut down safety switch.                                                                                                                        |              |  | ✓       |                          |
| 11 | Inspect lighting for burnt out lamps.                                                                                                                                               |              |  | ✓       |                          |
| 12 | Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.                                                                            |              |  | ✓       |                          |
| 13 | Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).                                                               |              |  | ✓       |                          |
| 14 | Clean condenser coil and condensing unit section.                                                                                                                                   |              |  | ✓       |                          |
| 15 | Clean and inspect defrost evaporation trays/pans.                                                                                                                                   |              |  | ✓       |                          |
| 16 | Inspect defrost systems for proper operation, including timer; adjust as required. If have automatic defrosters adjusted as required so freezer will defrost during "OffPeak" hours |              |  | ✓       |                          |
| 17 | Check operation of thermostats; calibrated as required.                                                                                                                             |              |  | ✓       |                          |
| 18 | Check coil superheat and adjust to manufacturers recommendations.                                                                                                                   |              |  | ✓       |                          |
| 19 | 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 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 Markaa MDO/6  
**LOCATION/RM #:** Biker RM, WO# 1362 **ASSET #:** 1536

**MECHANIC SIGNATURE:** Taylor **DATE:** 11/2/18  
**START TIME:** 9:45 **FINISH TIME:** 10:15

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. | ✓             |    | Done<br>Signed & dated Maint Record<br>leg                              |
| 2                                                 | Schedule outage with operating personnel.                                                                                                                                        |               | ✓  |                                                                         |
| 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.                      | ✓             |    |                                                                         |
| 4                                                 | If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions.                                                                  | ✓             |    | No Materials Removed                                                    |
| 5                                                 | If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.                                                              | ✓             |    | Good                                                                    |
| 6                                                 | Excessive sediment and debris, not removed by flushing the pit should be handled on a project basis, and not considered under this standard.                                     | ✓             |    | Good                                                                    |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |               |    |                                                                         |
| 1                                                 | Remove cover plates and flush pit.                                                                                                                                               | ✓             |    | Done                                                                    |
| 2                                                 | Inspect check valve.                                                                                                                                                             | ✓             |    | Good                                                                    |
| 3                                                 | Inspect interior of pit for cracks.                                                                                                                                              | ✓             |    | No cracks visible                                                       |
| 4                                                 | Inspect cover plate gaskets and replace if necessary.                                                                                                                            | ✓             |    | Good                                                                    |
| 5                                                 | Ensure the unit is operating properly, report any deficiencies                                                                                                                   | ✓             |    | Good                                                                    |
| 6                                                 | Clean up work area and remove all debris.                                                                                                                                        | ✓             |    | Done                                                                    |

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To be performed by: General Maintenance Worker

**Additional Notes:**

Found pit half full of water. Unplugged pump, disconnected drain pipe. Poured pump out of pit. Found debris clogging pump. removed + replaced pump turned pump back on + pit drainage 1 of 1. Replaced cover on pit.

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOMESTIC HOT WATER HEATER- GAS**

**SITE AND BLDG #:** Upper Marbella M2016      **LOCATION/RM #:** Mechanical Room **WO#** 6552 **ASSET #** 1535

**MECHANIC SIGNATURE:** Pat L      **DATE:** 11/2/18  
**START TIME:** 10:25      **FINISH TIME:** 10:50

|    |                                                                                                                                                                                                  | SPECIFIC INSTRUCTIONS | TO BE PERFORMED                     | INSPECTION/SERVICE                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|-----------------------------------------|
| 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"/> | <u>dated &amp; signed Maint. Record</u> |
| 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.                                      |                       | <input checked="" type="checkbox"/> |                                         |
| 3  | Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.                                                                 |                       | <input checked="" type="checkbox"/> |                                         |
| 4  | Do not allow any open flames around equipment.                                                                                                                                                   |                       |                                     |                                         |
| 5  | Attach drain hose. Drain several gallons from tank to remove sediment.                                                                                                                           |                       | <input checked="" type="checkbox"/> |                                         |
| 6  | 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. |                       | <input checked="" type="checkbox"/> |                                         |
| 7  | Check all connections - electric, gas and water. Tighten as necessary.                                                                                                                           |                       | <input checked="" type="checkbox"/> | <u>Good</u>                             |
| 8  | Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.                                             |                       | <input checked="" type="checkbox"/> | <u>All tight</u>                        |
| 9  | Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.                                                                                             |                       | <input checked="" type="checkbox"/> | <u>Done</u>                             |
| 10 | Clean sight glasses on tanks.                                                                                                                                                                    |                       | <input checked="" type="checkbox"/> | <u>No Sight Glasses</u>                 |
| 11 | Clean strainer, check condition of traps. Report and repair leaks.                                                                                                                               |                       | <input checked="" type="checkbox"/> | <u>No Traps visible</u>                 |
| 12 | Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.                                                            |                       | <input checked="" type="checkbox"/> | <u>Pump all good</u>                    |
| 13 | If applicable, Remove and inspect Anode. replace if necessary                                                                                                                                    |                       |                                     |                                         |
| 14 | Clean up work area and remove trash.                                                                                                                                                             |                       | <input checked="" type="checkbox"/> |                                         |

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To be performed by: General Maintenance Worker

Additional Notes: