

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

FacID/Building: P4051-07 Date of Visit: 1/15/19

Contractor Personnel on Site:

1. Tony Lazarus
2. Jim Gaertsen
3. Scott Werner
4. Frank Sapienza
5. _____
6. _____

Work Performed:

Other Recurring Services

1. 6899
2. _____
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA Date: 1-15-19
Signed: Frank Sapienza

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: Joe ULRIG SGT Date: _____
Signed: Joe ULRIG

E-Mail: _____

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

FACID/Building: P051-07 Date of Visit: 1/15/19

Contractor Personnel on Site:

1. Tony Lazzus
2. Jim Geestges
3. Scott Wray
4. FRANCIS SAPIENZA
5. _____
6. _____

Work Performed:

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

1. 6937
2. 7022
3. _____
4. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: FRANCIS SAPIENZA Date: 1-15-19
Signed: Frank Sapienza

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: Joe ULCERY SGT Date: _____
Signed: Kapn

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WALK-IN REFRIGERATORS/ FREEZERS

ACTIVITY AND BLDG #:

Pr 051-07

LOCATION:

W04 6937 asset # 6872

MECHANIC
SIGNATURE:

DATE:

START TIME:

FINISH TIME:

SICKS MOTIVE	CROSS OUT INDEFICIENCIES	TASK COMPLETED	NOTES/EXPLANATION	
			YES	NO
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.			
2	Notify cafeteria operator and get permission prior to performing all maintenance.			
3	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.			
4	De-energize, lock out, and tag electrical circuits.			
5	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.			
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
7	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.			
TO BE PERFORMED AT EACH INSPECTION/SERVICE				
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 condensate drain and drain heating.			
5	Examine handles, hinges and tightness of door closure.			
6	Examine safety door release and fan shut down safety switch.			
7	Inspect lighting for burnt out lamps.			
8	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.			
9	Check door gasket heater.			
10	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.			
11	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).			
12	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			
13	Check operation of thermostats; calibrated as required.			
14	Check coil superheat and adjust to manufacturers recommendations.			
15	Inspect and service all electric motors.			
16	Check box floor for water or ice accumulation.			
17	Check box for excessive ice build-up and open seams.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 PC Repairs 2 Section

X/ot in USE

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WALK-IN REFRIGERATORS/ FREEZERS

ACTIVITY AND BLDG #:

Pp 051 -07

MECHANIC
SIGNATURE:

START TIME:

DATE:

1/11/18

LOCATION:

Wk 6937 Wk 6891

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COVERAGE		NOTES/ACTIONS (IF TASK COMPLETED, CHECKED NO/PROVIDE EXPLANATION)
			YES	NO	
1	Review manufacturer's instructions.				
2	Notify cafeteria operator and get permission prior to performing all maintenance.				
3	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.				
4	De-energize, lock out, and tag electrical circuits.				
5	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.				
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.				
7	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.				
TO BE PERFORMED DAILY/AT EACH INSPECTION/SERVICE					
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 condensate drain and drain heating.				
5	Examine handles, hinges and tightness of door closure.				
6	Examine safety door release and fan shut down safety switch.				
7	Inspect lighting for burnt out lamps.				
8	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.				
9	Check door gasket heater.				
10	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.				
11	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).				
12	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				
13	Check operation of thermostats; calibrated as required.				
14	Check coil superheat and adjust to manufacturers recommendations.				
15	Inspect and service all electric motors.				
16	Check box floor for water or ice accumulation.				
17	Check box for excessive ice build-up and open seams.				

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 pc Refrigerator 3 Section

Not Here

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WALK-IN REFRIGERATORS/ FREEZERS

ACTIVITY AND BLDG #:

P051 -07

MECHANIC
SIGNATURE:

START TIME:

DATE:

LOCATION:

WU 6937 Asset # 6892

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
			YES	NO	
1	Review manufacturer's instructions.				
2	Notify cafeteria operator and get permission prior to performing all maintenance.				
3	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.				
4	De-energize, lock out, and tag electrical circuits.				
5	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.				
6	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.				
7	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.				
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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 condensate drain and drain heating.				
5	Examine handles, hinges and tightness of door closure.				
6	Examine safety door release and fan shut down safety switch.				
7	Inspect lighting for burnt out lamps.				
8	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.				
9	Check door gasket heater.				
10	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.				
11	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).				
12	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				
13	Check operation of thermostats; calibrated as required.				
14	Check coil superheat and adjust to manufacturers recommendations.				
15	Inspect and service all electric motors.				
16	Check box floor for water or ice accumulation.				
17	Check box for excessive ice build-up and open seams.				

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 Refrigerator 3 Section

Not Done

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: P-051-07

LOCATION/RM #: 114

Bath

WO# 6937

ASSET #

6987

MECHANIC
SIGNATURE:

Frank A. Dabu

DATE:

1/15/13

START TIME:

9:15AM

FINISH TIME:

9:45AM

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. 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	✓		
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		
6	Clean sight glasses on tanks.	✓		
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.	✓		120°F
9	If applicable, Remove and inspect Anode, replace if necessary			N/A
10	Clean up work area and remove trash.			N/A
				N/A
				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

TE AND BLDG #:

P-051-07

MECHANIC
SIGNATURE:

DATE:

1/15/18

LOCATION/RM #:

Boiler

WO# 6937

ASSET # 732C

START TIME:

6:45 AM

FINISH TIME:

7:00AM

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Photo Cell Panel