

CERTIFICATION OF WORK

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

FACID/Building: *Upper Marlboro MP06* Date of Visit: *8/7/19*

Contractor Personnel on Site:

1. *Patrick Donovan* 2. _____

Work Performed:

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

1. *9644, 10085, 9665 Air Handler Filters, Freezer, Water Heater, Sump pump, lights*

Service Calls – Service Call Number and Description

1. CSS# _____
2. CSS# _____
3. CSS# _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: *Patrick Donovan* Date: *8/7/19*

Signed: *[Signature]*

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: *NATHAN RIGNEY* Date: _____

Signed: *Nathan Rigney*

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS / FREEZERS

SITE AND BLDG #: Upper Marlboro MD 20616 MECHANIC SIGNATURE: [Signature] DATE: 8/2/19
 LOCATION/RM #: Kitchen WO# 10085 ASSET # 1531 START TIME: 11:55 FINISH TIME: 12:00

ITEM #	DESCRIPTION	PERFORMED BY		NOTES/REMARKS	
		DATE	TIME	DATE	TIME
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.				

Kitisha Caldwell
Refrigeration Technician

Ticket #		Ticket Description		Priority	Assigned To	Completed	Notes
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

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Upper Harbor MD 2016LOCATION/RM #: Mechanical Room WO# 10085 ASSET # 1535MECHANIC SIGNATURE: [Signature] DATE: 8/7/19START TIME: 11:25 FINISH TIME: 11:50

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"/>			
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.	<input checked="" type="checkbox"/>			
1	Attach drain hose. Drain several gallons from tank to remove sediment.	<input checked="" type="checkbox"/>			<u>Tankless Water Heater</u>
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.	<input checked="" type="checkbox"/>			<u>Done / good</u>
3	Check all connections - electric, gas and water. Tighten as necessary.	<input checked="" type="checkbox"/>			<u>Done / good</u>
4	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>Done / good</u>
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	<input checked="" type="checkbox"/>			<u>Tankless Water Heater</u>
6	Clean sight glasses on tanks.	<input checked="" type="checkbox"/>			<u>" "</u>
7	Clean strainer, check condition of traps. Report and repair leaks.	<input checked="" type="checkbox"/>			<u>" "</u>
8	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>Done</u>
9	If applicable. Remove and inspect Anode, replace if necessary.	<input checked="" type="checkbox"/>			<u>Tankless Water Heater</u>
10	Clean up work area and remove trash.	<input checked="" 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **SUMP PUMP**

SITE AND BLDG #: Upper Macboro RD 2016

MECHANIC SIGNATURE: [Signature]

DATE: 8/7/19

LOCATION/RM #: Mechanical Room WO# 10085 ASSET # 1536

START TIME: 11:00

FINISH TIME: 11:20

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	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"/>		
2	Schedule outage with operating personnel.		<input checked="" type="checkbox"/>		
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"/>		
4	If the material removed from the pump is hazardous, contact the Regional S&EM office for disposal instructions.		<input checked="" type="checkbox"/>		
5	If strainer cleaning requires removal of pump unit which should be considered a repair and not general maintenance.		<input checked="" type="checkbox"/>		
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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Remove cover plates and flush pit.		<input checked="" type="checkbox"/>		<u>Done</u>
2	Inspect check valve.		<input checked="" type="checkbox"/>		<u>Done / good</u>
3	Inspect interior of pit for cracks.		<input checked="" type="checkbox"/>		<u>all good</u>
4	Inspect cover plate gaskets and replace if necessary.		<input checked="" type="checkbox"/>		<u>good</u>
5	Insure the unit is operating properly, report any deficiencies		<input checked="" type="checkbox"/>		<u>none / good</u>
6	Clean up work area and remove all debris.		<input checked="" 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: