

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

FacID Building: *Rockville MD021* Date of Visit: *2/8/19*

Contractor Personnel on Site:

Patrick Donovan

4.

5.

6.

6.

Work Performed:

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

5. *First WOs 7236, 7237*

6. *Water Heaters, Refrigerator, Ice maker, Filters*

8.

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name:

Patrick Donovan

Date:

2/8/19

Signed:

Patricia J. Rhoads

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:

SJ Rhoads

Date:

2/8/19

Signed:

Stephen J. Rhoads

E-Mail:

stephen.j.rhoads.civ@mail.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ICE MAKER

SITE AND BLDG #: Rockville MD 20811

MECHANIC SIGNATURE: John

DATE: 2/8/19

START TIME: 9:10

FINISH TIME: 9:30

LOCATION/RM #: Kitchen **WO#** 7236 **ASSET #** 1553

ITEM	DESCRIPTION	NOTES	PERFORMED	NOTES
1	Review manufacturer's instructions.		✓	<i>Sign and dated maint. Period tag</i>
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.		NA	<i>Unit in use</i>
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		NA	<i>Unit in use</i>
5	Only approved cleaning chemicals shall be used.		✓	
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		✓	
2	Visually check for refrigerant, oil and water leaks.		✓	<i>base no leaks visible</i>
3	Inspect ice condition/size.		NA	<i>See notes</i>
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.		✓	<i>NA See notes</i>
6	Check and tighten any loose screw-type electrical connections.		✓	<i>Replaced filter</i>
7	Check all controls; adjust if necessary.		NA	<i>Done</i>
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.		✓	<i>See notes</i>
9	Check and clear ice machine draining system (drain vent, strainer, trap).		NA	<i>Good</i>
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.		✓	<i>See notes</i>
11	Clean motor, compressor, and condenser coil.		✓	<i>Clean</i>

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:

Unit/Asset is not operating. Work order has been put in System

*Service Call
W.O. 15584*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #:

Rockville MD21
Mechanical Room WO# *7236* ASSET # *1555*

MECHANIC
SIGNATURE:

DATE: *2/2/19*START TIME: *9:35*FINISH TIME: *10:05*

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

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
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: Rockville MD 2021

LOCATION/RM #: Kitchen WO# 2236 ASSET # 1554

MECHANIC
SIGNATURE: John

DATE: 2/8/19

START TIME: 10:15 FINISH TIME: 10:45

ITEM	DESCRIPTION	NOTES
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.	Not in use
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	Unit in use
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	Done
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.	Good
4	Examine handles, hinges and tightness of door closure.	All good
5	Examine safety door release and fan shut down safety switch.	Good
6	Inspect lighting for burn out lamps.	Good
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).	Good fit/good
9	Clean condenser coil and condensing unit section.	Good
10	Clean and inspect defrost evaporation trays/pans.	Good
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	Cold good/motor good
12	Check operation of thermostats; calibrated as required.	Good
13	Check coil superheat and adjust to manufacturers recommendations.	Good
14	Inspect and service all electric motors.	Done good

15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	<input checked="" type="checkbox"/>	<i>alleged</i>
16	Check door gasket heater.	<input checked="" type="checkbox"/>	<i>alleged</i>
17	Check box floor for water or ice accumulation.	<input checked="" type="checkbox"/>	<i>clear</i>
18	Check box for excessive ice build- up and open seams.	<input checked="" type="checkbox"/>	<i>clear</i>

Note: The technician shall perform any repairs identified during P exceeding \$250 open a corrective maintenance (CM) ticket and in To be performed by: General Maintenance Worker

Asset# 1554 #02 is not operating correctly. Service ticket #15585.

5857

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For an exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

MECHANICS

SITE AND BLDG #: Rockville MD 20851

MECHANIC
SIGNATURE: 
DATE: 2/8/19

LOCATION/RM #: Kitchen Free Hukoor

START TIME: **9:00**

FINISH TIME: 9:10

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
MD021	1553	hoshizak	KNS1500A1	FOR23934	Tee Marker			Kitchen

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: GMW **Additional Notes:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: *Rockville MD021*

LOCATION/RM #: *Blg # 2*

MECHANIC SIGNATURE: *[Signature]*

DATE: *2/8/19*

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
MD021		2123	Carrier	CD54 XA63	6017 A44	0301X03706	Exaone	Blg # 2

- 1 Check, clean, and/or replace both internal and external filters as necessary. *replaced filter*
- 2 Label and Date Filter *done*
- 3 Did YELLOW Maintenance Tag get Initiated *Make sure YELLOW Maint Tag is initialed on Asset*
- 4 Did all High Asset Filters get Changed *Asset on ground*

1 12X24x1

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: GMW Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: Rockville MD024

LOCATION/RM #: KM 165

MECHANIC SIGNATURE:  DATE: 2/8/19

START TIME: 12:00 FINISH TIME: 12:15

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
MD024		210144W		EnviroTech	HMV2013	088949	Air Handler int	Rm 165

1	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>						
2	Label and Date Filter	<input checked="" type="checkbox"/>						
3	Did YELLOW Maintenance Tag get Initialed	<input checked="" type="checkbox"/>						
3	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>						
2	16X25X 2	<input checked="" type="checkbox"/>						

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: GMW Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: Rockville, MD21

LOCATION/RM #: Drill Hall

MECHANIC SIGNATURE: Patricia

DATE: 2/8/19

START TIME: 12:30 **FINISH TIME:** 1:00

Site Location	WO #	Asset #	PMI #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
MD21	See Notes	None	00R-270	PSB C6BR	Both are High Efficiency AHUs in drill hall			

Check, clean, and/or replace both internal and external filters as necessary.

Done

Done

Make sure YELLOW Maint Tag is initialed on Asset

Done

Filters are good

Filters are good

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: GMW Additional Notes:

Asset# 2098 3

Asset# 2099