

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

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

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: _____ Date: _____

Signed: 

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: _____ Date: _____

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ICE MAKER

SITE AND BLDG #: **NY065-01**MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #: **WO# 10404 ASSET # 6804**START TIME: **11AM**FINISH TIME: **2PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Only approved cleaning chemicals shall be used.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓		
2	Visually check for refrigerant, oil and water leaks.	✓		
3	Inspect ice condition/size.	✓		
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.	✓		
6	Check and tighten any loose screw-type electrical connections.	✓		
7	Check all controls; adjust if necessary.	✓		
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.	✓		
9	Check and clear ice machine draining system (drain vent, strainer, trap).	✓		
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.	✓		
11	Clean motor, compressor, and condenser coil.	✓		

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 #: **NY065-01**MECHANIC
SIGNATURE: DATE: **8-13-19**

LOCATION/RM #: **WO# 10404 ASSET # 6865** ^{BOTH ARE 1 SECTION} **Section 10404 6895** ^{REDACTED SECTION} **START TIME: 11 AM** **FINISH TIME: 2 PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		
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 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.	✓/✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	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.	/	/	

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To be performed by: General Maintenance Worker

Additional Notes: