

## 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. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

To be signed by Facility Manager:

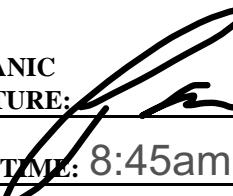
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ICE MAKER**

SITE AND BLDG #: **NY126-01**MECHANIC  
SIGNATURE: DATE: **8/8/19**LOCATION/RM #: **WO# 10405** ASSET # **6805**START TIME: **8:45am**FINISH TIME: **10:30am**

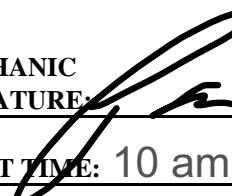
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Review manufacturer's instructions.	/	\	
2	De-energize, lock out, and tag electrical circuits.	/	\	
3	If appliance is disposed, follow regulations 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.	/	\	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	/	\	no deficiencies notice
2	Visually check for refrigerant, oil and water leaks.	/	\	no leaks found
3	Inspect ice condition/size.	/	\	ice condition and size are good
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.	/	\	no water filter present
6	Check and tighten any loose screw-type electrical connections.	/	\	all are tight
7	Check all controls; adjust if necessary.	/	\	no adjustments necessary
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.	/	\	valves are functioning properly
9	Check and clear ice machine draining system (drain vent, strainer, trap).	/	\	drain is clear no trap
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.	/	\	all are good
11	Clean motor, compressor, and condenser coil.	/	\	motor compressor and coil are clean

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 #: **NY126-01**MECHANIC  
SIGNATURE: DATE: **8/8/19**

<b>LOCATION/RM #:</b>	<b>WO#</b> <b>10405</b>	<b>ASSET #</b> <b>6907</b>
		<b>6912</b>

**START TIME:** **10 am****FINISH TIME:** **10:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	/	no deficiencies noted
2	Verify indicator light on; check compartment temperature.	✓	/	compartment temperatures are correct
3	Examine evaporator for proper clearances/slope and air flow.	✓	/	evaporator clearance and slope are correct
4	Examine handles, hinges and tightness of door closure.	✓	/	handles and hinges are good
5	Examine safety door release and fan shut down safety switch.	✓	/	switchs function properly
6	Inspect lighting for burnt out lamps.	✓	/	no burnt-out lamps
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	✓	/	controls function properly
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	/	evaporator system is clean
9	Clean condenser coil and condensing unit section.	✓	/	condenser coil and condensing unit is clean
10	Clean and inspect defrost evaporation trays/pans.	✓	/	trays and pans are clean
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	✓	/	defrost systems function properly
12	Check operation of thermostats; calibrated as required.	✓	/	thermostats are correct
13	Check coil superheat and adjust to manufacturers recommendations.	✓	/	superheat is correct
14	Inspect and service all electric motors.	✓	/	Motors are good

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	door gaskets are good and fit properly
16	Check door gasket heater.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no door gasket heater
17	Check box floor for water or ice accumulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no water or ice accumulation
18	Check box for excessive ice build- up and open seams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	no ice build-up

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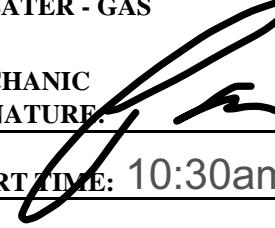
To be performed by: General Maintenance Worker

**Additional Notes:**

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

SITE AND BLDG #: NY126 BLDG1

LOCATION/RM #: **WO# 10405** ASSET # **6993**  
**7037**

MECHANIC  
 SIGNATURE: 

DATE: 8/8/19

START TIME: 10:30am

FINISH TIME: 11am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓	/	
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	✓	/	drained tank for several minutes
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.	✓	/	safety valve functions properly no corrosion
3	Check all connections - electric, gas and water. Tighten as necessary.	✓	/	all connections are good
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	✓	/	aquastat is set correctly
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	/	✓	no expansion tank
6	Clean sight glasses on tanks.	✓	/	no sight glass
7	Clean strainer, check condition of traps. Report and repair leaks.	✓	/	no strainer or trap
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓	/	pump functions properly
9	If applicable, Remove and inspect Anode, replace if necessary	✓	/	no anode present
10	Clean up work area and remove trash.	✓	/	

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To be performed by: General Maintenance Worker

Additional Notes: