

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA701 Date of Visit: 11.24.2020

Contractor Personnel on Site:

- | | |
|--------------------------|----------|
| 1. <u>Richard Walker</u> | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. WO's 12955PFQ, 13036PMSA, 13042PMA, 13064PMM, 13080PMQ, 13041SA,
2. 13072PMQ
3. FILTERS, DEHUMIDIFIER, AHU UNITS, ERV, CHILLER, GUTTERS
4. DOWNSPOUTS, MISC KITCHEN EQUIPMENT, LIGHTING, WATER HEATER
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Richard Walker Date: 11.24.2020

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: sgt. Casey Date: 11.24.2020

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MISCELLANEOUS KITCHEN EQUIPMENT

ACTIVITY AND BLDG #: VA701-01

MECHANIC

SIGNATURE: Richard WalkerDATE: 11.24.2020LOCATION/RM #: Kitchen WO# 13042 ASSET # SEE BELOWSTART TIME: 8amFINISH TIME: 4pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	De-energize, lock out, and tag electrical circuits and fuel service.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operator or manager for any deficiencies, verify cleaning program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Check all controls, mechanisms for proper operation; adjust as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	If applicable, check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Ensure unit is clean and in working order. Note any deficiencies.	<input checked="" type="checkbox"/>	<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 discription of the deficiency.

To be perfomed by: General Maintenance Worker

Additional Notes:

3Y001, 3Y004, 3Y005, 3Y008, 3Y009, 3Y010, 3Y014

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FOOD SERVING TABLE

ACTIVITY AND BLDG #: **VA701-01**MECHANIC SIGNATURE: Richard Walker DATE: 11.24.20LOCATION/RM #: Kitchen WO# 13042 ASSET # 3Y002, 3Y003 START TIME: 8am FINISH TIME: 4pm
3Y006, 3Y015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	✓	✓	
2	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	✓	✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	✓	
2	Clean all exterior laminated surfaces, aluminium hardware and wire shelves with a mild soap solution, using a damp cloth followed by a lint-free dry cloth.	✓	✓	
3	All glass can be cleaned with a non-abrasive cleaner	✓	✓	
4	Plexiglas can be cleaned and polished with specialized acrylic cleaners. Do not use strong alkali solutions, steel wool, or abrasive cleaners.	✓	✓	
5	Stainless steel surfaces may be cleaned with a non-abrasive cleaner applied liberally. Wipe and dry with smooth strokes in the direction of the polish marks on the steel.	✓	✓	
6	To clean the interior of the display case and wire shelves, use a mild soap solution using a damp cloth followed by a lint-free dry cloth, being sure to wring out excess water	✓	✓	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DISHWASHING MACHINE

ACTIVITY AND BLDG #: VA701-01

MECHANIC
SIGNATURE:*Richard Walker*

DATE: 11/24/2020

LOCATION/RM #: Kitchen WO# 13042 ASSET # 3Y007

START TIME:

8am

FINISH TIME:

4pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>		
2	De-energize, lock out, and tag electrical circuits and fuel service.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operator or manager for any deficiencies, verify cleaning program.	<input checked="" type="checkbox"/>		
2	Check motor and bearings for excessive noise, vibration, and overheating. Clean motor ventilator openings	<input checked="" type="checkbox"/>		
3	Check electric insulators, connection and wiring, including inside access panels and junction boxes, and final connections. Tighten loose connections.	<input checked="" type="checkbox"/>		
4	Test electrical controls, signal lights, timer, and OFF/ON switches. Test timer and switches.	<input checked="" type="checkbox"/>		
5	Examine all pump suction and discharge connections for leakage, adjust packing nuts as required.	<input checked="" type="checkbox"/>		
6	Check temperature regulator and adjust or calibrate as required.	<input checked="" type="checkbox"/>		
7	Check thermostatic control solenoid valve for a minimum of 100° prewash, 140° for wash, and 140° or 180°F for final rinse. (Low temp machines at 140°F.)	<input checked="" type="checkbox"/>		
8	Check operation of wash and rinse spray mechanism for spray coverage and drainage.	<input checked="" type="checkbox"/>		
9	Inspect soap and spray solution feeder lines; clean as necessary.	<input checked="" type="checkbox"/>		
10	Inspect water/steam lines and fittings for leaks; tighten fittings as necessary.	<input checked="" type="checkbox"/>		
11	Check packing glands on wash, rinse, and drain valves; add or replace packing as required. Tighten nuts, bolts, and screws.	<input checked="" type="checkbox"/>		
12	Check lubricant in gear case; add manufacturer's recommended oil if required.	<input checked="" type="checkbox"/>		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
13	Inspect splash curtain for tears, clearance, and water tightness; adjust if required.	✓		
14	Check proper operation of solenoid valve and float in fill tank; adjust as required. Check and repair insulation as needed.	✓		
15	Check proper operation of micro-switch.	✓		
16	Check doors for operations of chains and counterweights, warping, alignment and water tightness.	✓		

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OVEN

ACTIVITY AND BLDG #: **VA701-01**MECHANIC SIGNATURE: Richard WalkerDATE: 11.24.2020LOCATION/RM #: Kitchen WO# **13042** ASSET # **3Y011**
3Y012START TIME: 8amFINISH TIME: 4pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	De-energize, lock out, and tag electrical circuits and fuel service.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Check all controls, mechanisms for proper operation; adjust as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Check the operation of thermostats; calibrate if required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Clean and adjust gas burners.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Check safety pilot and solenoid.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Clean and adjust pilot light assembly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Check flue for proper draft or obstructions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Lubricate gas valves.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Clean interior walls and elements to obtain maximum heat transfer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>	<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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **RANGE**

ACTIVITY AND BLDG #: **VA701-01**MECHANIC
SIGNATURE:


DATE: 11-24-2020

LOCATION/RM #: **Kitchen** WO# **13042** ASSET # **3Y013**

START TIME:



FINISH TIME:



CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	De-energize, lock out, and tag electrical circuits and fuel service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check all controls, mechanisms for proper operation; adjust as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Examine burner guards, covers or cook top surfaces for cracks or damage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Clean and adjust gas burners and pilot light assembly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Clean electric heating elements and check amperage against nameplate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check automatic burner lighters and safety controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Lubricate gas valves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.	<input checked="" type="checkbox"/>	<input 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: