

**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's12955PFQ,13036PMSA,13042PMA,13064PMM, 13080PMQ,13041SA,
2. 13072PMQ
3. FILTERS, DEHUMIDIFIER,AHU UNITS,ERV, CHILLER,GUTTERS
4. DOWNSPOUTS, MISC KITCHEN EQUIPMENT,LIGHTING, WATER HEATER
5. \_\_\_\_\_

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**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 Walker*

DATE: 11.24.2020

LOCATION/RM #: Kitchen WO# 13042 ASSET # SEE BELOW START TIME: 8am FINISH TIME: 4pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	✓	/	
2	De-energize, lock out, and tag electrical circuits and fuel service.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operator or manager for any deficiencies, verify cleaning program.	✓	/	
2	Check all controls, mechanisms for proper operation; adjust as required.	✓	/	
3	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.	✓	/	
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.	✓	/	
5	Ensure unit is clean and in working order. Note any deficiencies.	✓	/	

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:**

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FOOD SERVING TABLE**

ACTIVITY AND BLDG #: VA701-01 MECHANIC SIGNATURE: Richard Walker DATE: 11.24.20

LOCATION/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	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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

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

MECHANIC  
SIGNATURE: *Richard Walker*

DATE: 11/24/2020

START TIME: 8am FINISH TIME: 4pm

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

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**

LOCATION/RM #: **Kitchen** WO# **13042** ASSET # **3Y011**  
**3Y012**

MECHANIC  
SIGNATURE: *Richard Walker*

DATE: **11.24.2020**START TIME: **8am**FINISH TIME: **4pm**

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

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  
RANGE**

ACTIVITY AND BLDG #: VA701-01MECHANIC  
SIGNATURE:*Richard Walker* DATE: 11.24.2020LOCATION/RM #: Kitchen WO# 13042 ASSET # 3Y013

START TIME:

8

FINISH TIME:

4PM

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

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To be performed by: General Maintenance Worker

**Additional Notes:**