

**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. _____

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
INTERIOR LIGHTING

ACTIVITY AND BLDG #: **VA701-01**LOCATION/RM #: *Common Areas* WO# **13080** ASSET # **3Y240**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	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Visually check all accessible areas for burned out bulbs and/or flickering lights. Check with the facility manager to see if they know of any outages.	✓	/	
2	Replace bulbs where applicable. Note quantity of bulbs replaced. If lift is required, schedule accordingly.	✓	/	
3	Test light fixture. If light does not work, replace starters and/or ballasts as necessary.	✓	/	
4	Note and report any needed electrical repairs.	✓	/	
5	Properly dispose of any non-working bulbs and ballasts.	✓	/	
6	Clean up area and remove any trash.	✓	/	

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
EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **VA701-01**LOCATION/RM #: **Exits/ Hallways** WO# **13080** ASSET # **3Y241**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	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects, note needed repairs	✓	/	
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket	✓	/	
3	Clean exterior with dry cloth.	✓	/	
4	For Exit lights check for proper arrow direction.	✓	/	
5	Make and/or recommend any needed repairs.	✓	/	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ICE MAKER

SITE AND BLDG #: VA701-01
LOCATION/RM #: *Left side of* Kitchen **WO#** 13080 **ASSET #** 3Y358

MECHANIC SIGNATURE: Richard Walker **DATE:** 11.24.2020
START TIME: 8 am **FINISH TIME:** 4 pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	✓		
2	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	Clean air filter	✓		
5	As needed, drain and clean unit with proper ice machine cleaning solution. Drain and clean at a minimum of annually.	✓		
6	Check date on water filter, Replace as needed. Water filters should be changed annually at a minimum.	✓		
7	Check and tighten any loose screw-type electrical connections.	✓		
8	Check all controls; adjust if necessary.	✓		
9	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.	✓		
10	Check and clear ice machine draining system (drain vent, strainer, trap).	✓		
11	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.	✓		
12	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
LIGHTING, OUTSIDE

SITE AND BLDG #: VA701-01

3Y258

LOCATION/RM #: *Parking* bldg. WO# 13064

ASSET # 3Y242

3Y243

MECHANIC
SIGNATURE:

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	
SPECIAL INSTRUCTIONS				
1	Schedule and coordinate work with operating personnel.	✓	X	
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.	✓	X	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect lighting contactor for pitting or arcing - report issues	✓	X	
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓	X	
3	Check for proper light operation.	✓	X	
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓	X	
5	Inspect light pole and mounting devices for deficiencies.	✓	X	
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓	X	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **VA701-01**
 LOCATION/RM #: *Next to ice (kitchen)* **maker** WO# **13080** ASSET # **3Y359,3Y360,3Y361** 3Y362,3Y363
 MECHANIC SIGNATURE: *Richard Waller* 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	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	✓	/	
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓	/	
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. Replace if required.	✓	/	
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	/	
8	Clean condenser coil and condensing unit section.	✓	/	
9	Clean and inspect defrost evaporation trays/pans.	✓	/	
10	Check operation of thermostats; calibrated as required.	✓	/	
11	Check coil superheat and adjust to manufacturers recommendations.	✓	/	
12	Inspect and service all electric motors.	✓	/	
13	Check box floor for water or ice accumulation.	✓	/	
14	Clean up area and note any deficiencies.	✓	/	

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
WATER HEATER - TANKLESS

SITE AND BLDG #: **VA701-01**

<i>Right side Kitchen</i>	3Y412
LOCATION/RM #:	WO# 13080
	ASSET # 3Y413
	3Y414

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	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
2	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓	/	
3	Do not allow any open flames around equipment.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lift and release the lever handle on the pressure relief valve, located in the hot outlet piping of the water heater, to make certain the valve operates freely. Allow several gallons to flush through the discharge line to an open drain.	✓	/	
2	Check for any abnormal sounds during normal operation of the water heater.	✓	/	
3	Vacuum around the water heater for dust, dirt and lint. Clean the water heater by using a damp soft cloth with a few drops of mild detergent and gently wiping the surfaces of the unit. Wipe any remaining moisture with a dry soft cloth.	✓	/	
4	Drain and flush unit with proper cleaning solution to remove any mineral build up. Refer to manufactureres instructions for specific flushing instructions.	✓	/	
5	As needed, clean and/or replace water filter as applicable.	✓	/	
6	If applicable, inspect venting system. Check vent connection joints with a solution of soapy water to assure air tightness.	✓	/	
7	Visually inspect the main burners. Inspect the burner flame with the main burner off and inspectthe main burner while firing. Note any deficiencies.	✓	/	
8	Inspect the condensate trap to ensure there is enough water in the trap and the condesate is draining properly.	✓	/	

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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 #: VA-701-01LOCATION/RM #: Mech Room WO# 13080 ASSET # 3Y415MECHANIC
SIGNATURE: Richard Walker DATE: 11.24.2020START 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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/	
2	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓	/	
3	Do not allow any open flames around equipment.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	✓	/	
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.	✓	/	
3	Check all connections - electric, gas and water. Tighten as necessary.	✓	/	
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	✓	/	
5	Clean water heater exterior.	✓	/	
6	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓	/	
7	Soap test for gas leaks, if leaks are found notify facility manager and AFOS immediately.	✓	/	
8	Clean up work area and remove trash.	✓	/	

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
DOMESTIC HOT WATER HEATER - ELECTRIC

SITE AND BLDG #: **VA701-1**LOCATION/RM #: **Mechanical Room** WO# **13080** ASSET # **3Y415**MECHANIC
SIGNATURE: *Richard Walker*DATE: **11.24.2020**START TIME: **8am**FINISH TIME: **4p**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	✓		
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.	✓		
3	Check all connections - electric and water. Tighten as necessary. Ensure power is disconnected to electric heaters prior to checking connections.	✓		
4	Check operation/ setting of aquastat. Check hot water temperature with dial thermometer, set aquastat at minimum value required for all uses.	✓		
5	Check amperage draw of upper and lower elements and compare to name plate data.	✓		AMP READINGS L1 <u>6</u> L2 <u>8</u>
6	Clean up work area and remove trash.	✓		

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To be performed by: General Maintenance Worker

Additional Notes: