

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### INTERIOR LIGHTING

ACTIVITY AND BLDG #: VA701MECHANIC  
SIGNATURE: DATE: 5-24-21LOCATION/RM #:      WO# 14110      ASSET # 3Y240START TIME: 0900FINISH TIME: 1600

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 discription 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

MECHANIC  
SIGNATURE: 

DATE: 05-24-21

LOCATION/RM #: \_\_\_\_\_ WO# 14110 ASSET # 3Y241

START TIME: 0900

FINISH TIME: 1600

| CHECK<br>POINT                             | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(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 perfomed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### LIGHTING, OUTSIDE

SITE AND BLDG #: VA701MECHANIC  
SIGNATURE: DATE: 05-24-21
 LOCATION/RM #:      WO# 14110      ASSET # 3Y242 & 3Y343      START TIME: 0900      FINISH TIME: 1600

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
|  |   | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |   |               |    |   |
| 1  | Schedule and coordinate work with operating personnel.  | ✓             |    |   |
| 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. | ✓             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | Inspect lighting contactor for pitting or arcing - report issues  | ✓             |    |   |
| 2  | Inspect visual condition of wiring. Look for evidence of overheating.   | ✓             |    |   |
| 3  | Check for proper light operation.   | ✓             |    |   |
| 4  | Test operation of automatic switches/ time clock/ photocells if applicable.   | ✓             |    |   |
| 5  | Inspect light pole and mounting devices for deficiencies.   | ✓             |    |   |
| 6  | For any noted deficiency, takes pictures and open corrective maintenance ticket.  | ✓             |    |   |

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To be performed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA701MECHANIC  
SIGNATURE: DATE: 05-24-21

LOCATION/RM #:

WO# 14110

ASSET #

3Y359,3Y360,3Y361,  
3Y362,3Y363START TIME: 0900FINISH TIME: 1600

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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

 MECHANIC  
SIGNATURE:



 DATE: 05-25-21

 LOCATION/RM #: \_\_\_\_\_ WO# 14110 ASSET # 3Y412,3Y413,3Y414

 START TIME: 0900

 FINISH TIME: 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 fewdrops 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 peromed by: General Maintenance Worker

**Additional Notes:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: VA701

MECHANIC  
SIGNATURE: 

DATE: 05-24-21

LOCATION/RM #:      WO# 14110      ASSET # 3Y415

START TIME: 0900

FINISH TIME: 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.   | ✓             |    |   |

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To be performed by: General Maintenance Worker

**Additional Notes:**