

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: VA011-01 Date of Visit: 08-03-21

Contractor Personnel on Site:

- |                        |          |
|------------------------|----------|
| 1. <u>Will Schultz</u> | 3. _____ |
| 2. _____               | 4. _____ |

**Work Performed:**

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

1. WO'S August Pm's 14567, 14657
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Average Building Temp 74\* Average Building RH Humidity 52%

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Will Schultz Date: 08-03-21

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: GRENIER.SCOTT.ANTH Digitally signed by  
GRENIER.SCOTT.ANTHONY.1007219551  
Date: 2021.08.10 15:15:35 -04'00'  
ONY.1007219551

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: VA011-01

MECHANIC

SIGNATURE: DATE: 08-03-21LOCATION/RM #: \_\_\_\_\_ WO# 14657 ASSET # 190918-233 START TIME: 0900FINISH TIME: 1630

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

### ICE MAKER

SITE AND BLDG #: **VA011-01**MECHANIC  
SIGNATURE: DATE: **08-03-21**LOCATION/RM #: **WO# 14657** ASSET # **190918-240** START TIME: **0900**FINISH TIME: **1630**

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.			This unit is not used and waiting to be replaced by new unit in box
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 cleen 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

### REACH-IN REFRIGERATORS/ FREEZERS

 MECHANIC  
SIGNATURE:



DATE: 08-03-21

SITE AND BLDG #: VA011-01

190918-241

LOCATION/RM #:

WO# 14657

ASSET #

190918-242

START TIME: 0900

FINISH TIME: 1630

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.			Both freezer and refrigerator are awaiting to be changed out with new units. Both units not in use.
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.			

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:**