

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: _____ Date of Visit: _____

Contractor Personnel on Site:

1. _____	3. _____
2. _____	4. _____

Work Performed:

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

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: _____ Date: _____

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: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MISCELLANEOUS KITCHEN EQUIPMENT

ACTIVITY AND BLDG #: VA701-01 3Y001,3Y003,3Y004 MECHANIC
 3Y005,3Y006,3Y008 SIGNATURE: *Richie R. H. L.* DATE: 11-23-21
 LOCATION/RM #: WO# 15289 ASSET # 3Y015 3Y009,3Y010,3Y014 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	Notify cafeteria operator and get permission prior to performing all maintenance.			
2	De-energize, lock out, and tag electrical circuits and fuel service.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FOOD SERVING TABLE

ACTIVITY AND BLDG #: **VA701-01**MECHANIC
SIGNATURE: *Richie R. Bell*DATE: **11-23-21**

LOCATION/RM #:

WO# 15289ASSET # **3Y002**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	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	✓		

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
DISHWASHING MACHINE

ACTIVITY AND BLDG #: VA701-01

MECHANIC
SIGNATURE: *Richie R. Bell*

DATE: 11-23-21

LOCATION/RM #: WO# 15289 ASSET # 3Y007

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	Notify cafeteria operator and get permission prior to performing all maintenance.	✓		
2	De-energize, lock out, and tag electrical circuits and fuel service.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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	3Y011,3Y012 3Y013	MECHANIC SIGNATURE: 	DATE: 11-23-21
LOCATION/RM #:	WO# 15289	ASSET #	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	Notify cafeteria operator and get permission prior to performing all maintenance.			
2	De-energize, lock out, and tag electrical circuits and fuel service.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.			

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To be performed by: General Maintenance Worker

Additional Notes: