

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
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **NY067-01**MECHANIC
SIGNATURE: DATE: **8/5/19**

LOCATION/RM #:	WO# 4840	ASSET # 10566
	4841	10567

START TIME: **8:45am**FINISH TIME: **9:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.	✓	/	
2	De-energize, lock out, and tag electrical circuits.	✓	/	
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓	/	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓	/	
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	/	no known deficiencies
2	Verify indicator light on; check compartment temperature.	✓	/	indicator light and temperatures are correct
3	Examine evaporator for proper clearances/slope and air flow.	✓	/	evaporators are correct
4	Examine handles, hinges and tightness of door closure.	✓	/	handles and hinges are good
5	Examine safety door release and fan shut down safety switch.	✓	/	switches function properly
6	Inspect lighting for burnt out lamps.	✓	/	no burnt-out lamps
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	✓	/	no burned or loose contacts
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	/	evaporator coils and drain pans are clean
9	Clean condenser coil and condensing unit section.	✓	/	condenser coils are clean
10	Clean and inspect defrost evaporation trays/pans.	✓	/	all trays and pans are clean
11	Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours	✓	/	defrost comes on at proper time
12	Check operation of thermostats; calibrated as required.	✓	/	thermostats are within one degree
13	Check coil superheat and adjust to manufacturers recommendations.	✓	/	super Heats are all correct
14	Inspect and service all electric motors.	✓	/	all electric motors are good

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	✓		used food-grade lubricant
16	Check door gasket heater.		✓	no gasket heater
17	Check box floor for water or ice accumulation.	✓		no water or ice accumulation
18	Check box for excessive ice build- up and open seams.	✓		no ice build-up

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: