

Quarterly Preventative Maintenances

This is what is required for the Costco PM packets by their due dates

1.) PM Checklist

- a. Make sure the techs have the right quarterly checklist (i.e., Spring 2018, not Spring 2017). If you do not have a copy of the current checklist, please contact us.
- b. A member of management **MUST** sign the PM checklist.
- c. ALL boxes on the checklist must be filled out accordingly. If an item is not applicable for your warehouse, please make sure that is indicated. **Do NOT leave a box unchecked.** This includes the Additional Items on the checklist, which may vary depending on the PM.

2.) Completed, signed and dated Alarm Form

3.) Motor Room Photos, and any other photos required as indicated on the checklists.

4.) **All PM related service tickets and invoices.**

- a. Back up paperwork for hours worked to do the PM and PM items. These are the service tickets/invoices that show the dates and times you were at your warehouses, and what work was done while there. **PM's should take at least 20 hours to complete.*
- b. This also includes any service tickets for items *found while doing the PM*;
Example: Tech has indicated on the PM checklist that a fan motor is out on Rack B. Two weeks later, the tech returns to replace the motor. We need this service ticket showing the work was done - An issue was found while doing the PM, and we fixed it.

****These are imperative as they serve as proof to Costco that we are doing these correctly and serves as back up in case there are any issues that may arise, such as slip and falls (etc).****

Complete PM's vs. Incomplete PM's:

- a. PM's will be considered as 'Incomplete' if any of the above is missing, or if there are any issues found while doing the PM (ex: 'fans out'), that are noted on the checklist (and they should be), but there is no indication or back up paperwork that shows that the issue was addressed and then fixed. If an issue needs to be a quoted job, please indicate as such and send over your proposal.
- b. PM's are considered 'Complete' if they contain all of the above requirements.

\$1500 PM Invoices:

- a. If you send your \$1500 PM invoice along with your PM Packet, please note that they will not be processed until the PM has been reviewed and given the 'ok.'
- b. PM Invoices will not be processed if they are deemed 'Incomplete.' We will reach out to you regarding any issues that need to be addressed, and once we have received the corrections or additional information needed, we will re-review the PM for completion.