

**CERTIFICATION OF WORK**  
(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: \_\_\_\_\_ Date of Visit: 5-18-23

Contractor Personnel on Site:

1. Zack Amrich      2. Trevor Worrell

**Work Performed:**

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

1. \_\_\_\_\_

**Service Calls** – Service Call Number and Description

1. CSS# 92912-Put roller on door, put cable back on drum, applied tension
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Zack Amrich Date: 5-18-23

Signed: Zack Amrich

To be signed by Facility Manager:

By signing the Certification of Work, I certify that the above-named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed.  
This is NOT a Certification that the Work was performed correctly – The COW simply verifies that that someone representing the Contractor was onsite and accomplished something

Print Name/Rank: X Thomas McBurrey Date: 18 MAY 23

Signed: X T.M.

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

**From:** Reginald Cook  
**Sent:** Friday, May 5, 2023 9:02 AM  
**To:** sales@ohdswv.com  
**Subject:** WO # 12558, CSS #92912 - Room #182, Roll Up Door Will Not Operate

Gary,

Following up on my phone call, I'm Reginald Cook (CMI Management) and we're a service contractor for the Army, providing service to several Reserve Centers in W. Virginia and Virginia areas. As I mentioned, we have a work order service request for our location in Cross Lanes, WV for a rollup door in the Training Building.

Please let me know when you are available to schedule because I will have to get access approval prior to you being on site. Thanks again for accepting my call and look forward to working with you.

Address:

Charleston AFRC  
101 Lakeview Drive  
Cross Lanes, WV 25313

Work Order	Description
12558	The rollup door in room 182 of the training building has a missing roller and the cable has come off

If you have any questions, please feel free to call me at (703) 738-5307.

*Reginald Cook  
CMI Management, Project Manager  
Region 4A/4C  
5285 Shawnee Rd. Ste 510  
Alexandria, VA 22312  
(703) 738-5307*

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