

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY039 Date of Visit: 5/18/23

Contractor Personnel on Site:

1. Patrick Brown 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Work Performed:**

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

1. WO#'S , 21844 , 21845 , 21871 , 22062 , 22063 , 22064 ,
2. 22065 , 22077 , 22083 , 22094 , 22104 , 21872 , 22066 ,
3. 22067 , 21873 , 22068 , 22069 ,
4. ASSET#'S , 9932 , 9935 , 9898 , 9929 , 9933 , 9934 , 9890 ,
5. 9940 , 9941 , 9946 , 9947 , IL-31 , IL-32 , IL-33 , 190917- ,
5. 269,250,251,263,268,265,266

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 5/18/23

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: Mike SHIFFLETT Date: 5/18/23

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ROOF DRAINS, DOWNSPOUT, AND GUTTER INSPECTION**

**SITE AND BLDG #:** NY039 BLDG1

**LOCATION/RM #:** BLDG1    **WO#** 19726    **ASSET #** 190917-  
265,266

**MECHANIC  
SIGNATURE:**

**DATE:** 11/1/22

**START TIME:** 11am

**FINISH TIME:** 11:30am

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Use care when working in high places.	✓		
3	Use safety line with harness if necessary.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION</b>				
1	Check gutters, drains, and downspouts to insure that they are properly attached to the building, connections sealed, and free of debris.	✓		
2	Check drain strainers/screens for condition and proper installation.	✓		
3	If downspouts have heaters, test, operate and correct deficiencies.	✓		
4	Remove all trash, debris or unsecured material from roof area and gutters.	✓		
5	Where downspouts discharge onto lower roofs, check if there has been any scouring of the surfacing.	✓		
6	Check for missing or damaged splash blocks.	✓		



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 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:** The outspouts on the front of the building have all been run over by lawnmowers