

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

FacID Building: *Alexandria VA02* Date of Visit: *1/3/19*

Contractor Personnel on Site:

1. *Patrick Donovan*

4.

2.

5.

3.

6.

**Work Performed:**

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

- 5. *LIST WORK 7088, 7128, 7129*
- 6. *Parking lot lights, Hot water transfer pumps, Overhead doors, Access Keypad, Key Card scanner, Double & Single gates, filters for PTAC's*
- 8.

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: *Patrick Donovan*

Date: *1/3/19*

Signed: *[Signature]*

To be signed by Facility Manager or Government Official

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:

Print Name Rank:

Date:

Signed:

E-Mail:

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

MECHANIC  
 SIGNATURE: *John J. S.*

SITE AND BLDG #: *Bldg #2 Alexandria VA 22136*

MECHANIC  
 SIGNATURE: *John J. S.*

LOCATION/RM #: *Bldg #2 WO# 7088 ASSET #1461 #1-#9*    START TIME: *1:05*    FINISH TIME: *1:35*

Task	Procedure	Completed	Notes
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.	<input checked="" type="checkbox"/>	
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
1	Open and tag switch.	<input checked="" type="checkbox"/>	<i>Done</i>
2	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	<i>all good</i>
3	Check for proper light operation.	<input checked="" type="checkbox"/>	<i>all good</i>
4	Test operation of automatic switches/time clock <i>(photocells)</i> if applicable.	<input checked="" type="checkbox"/>	<i>good</i>
5	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	<i>good</i>
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input checked="" type="checkbox"/>	<i>Done all good</i>

**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: