

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

FACID/Building: Alexandria      Date of Visit: 6/27/19  
VA002

Contractor Personnel on Site:

1. Patrick Donovan      2. \_\_\_\_\_

**Work Performed:**

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

1. 8863, 8898, 8946, 8899, 8917, 8940  
D-tacs filters, Mini Split filters, Pumps, Exhaust fans, and heaters, AirCurtain,  
Service Calls – Service Call Number and Description      PKng. lot lights.

1. CSS# \_\_\_\_\_
2. CSS# \_\_\_\_\_
3. CSS# \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Donovan Date: 6/27/19

Signed: Patricia

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: Selina A. Dibella / SGT      Date: 20190627

Signed: Aldo

E-Mail: selina.a.dibella.mil@mail.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VEHICLE EXHAUST REMOVAL**

**SITE AND BLDG #:** Bldg 2 **LOCATION/RM #:** Alexandria WFO **WO#** 8940 **ASSET #** 1572

**MECHANIC SIGNATURE:** John **DATE:** 6/25/19

**START TIME:** 2:15 **FINISH TIME:** 2:40

Task	Start	End
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.	✓	
2 Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	
3 Start and stop fan with local switch	✓	Closed
4 Check motor and fan shaft bearings for noise, vibration, overheating, lubricate bearings.	✓	Closed
5 Inspect, adjust belts and pulleys. Replace belt as needed.	✓	Closed
6 Clean dampers; lubricate pivot points (annually) and inspect linkages for tightness.	✓	Closed
7 Inspect fan for bent blades, unbalance, excessive noise and vibration.	✓	Closed
8 Clean fan as needed.	✓	Closed
9 Visually inspect exhaust system tubing and/or duct work for any damage that could result in leaks.	✓	Closed
10 Repair as needed	✓	Closed

**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:**

**Bldg #2 is used as storage. V.E.F. is not in use.**