

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Contractor Personnel on Site:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**Work Performed:**

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

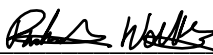
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signed:  \_\_\_\_\_

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: VA099-03

MECHANIC

SIGNATURE: *Phil Wally*

DATE: 7/10/20

LOCATION/RM #: *Storage* WO# 12420 ASSET # 2393

START TIME: 9am

FINISH TIME: 5pm

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                                | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                                                                       | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                                                                       |               |    |                                                                         |
| 1                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                                                                           | ✓             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                       |               |    |                                                                         |
| 1                                          | Check with door operating personnel for any known deficiencies.                                                                                                                                                                       | ✓             |    | None                                                                    |
| 2                                          | Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.                                | ✓             |    |                                                                         |
| 3                                          | If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed. | ✓             |    |                                                                         |
| 4                                          | Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.                                                                                            | ✓             |    |                                                                         |
| 5                                          | Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.                                                                                                            | ✓             |    |                                                                         |
| 6                                          | If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.                                                                                                                                   | ✓             |    |                                                                         |
| 7                                          | If applicable, inspect gear box, change or add oil as required.                                                                                                                                                                       | ✓             |    |                                                                         |
| 8                                          | Perform required lubrication. Remove old or excess lubricant.                                                                                                                                                                         | ✓             |    |                                                                         |
| 9                                          | Clean unit and mechanism thoroughly.                                                                                                                                                                                                  | ✓             |    |                                                                         |
| 10                                         | Clean up and remove all debris.                                                                                                                                                                                                       | ✓             |    |                                                                         |

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 Asset #, WO #, photos, and a detailed discription of the deficiency.

