

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 5/11/21

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 , 12729 - 12738 , 12808 , 12816 , 12833
2. ASSET#'S, 9220 , 9222 , 9240 - 9245 , 9261 - 9263 ,
3. 190917- , 131 , 132 , 102 , 103 , 127 , 128
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 5/11/21

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: CANDI HUTCHINS Date: 5/11/21

Signed: 

E-Mail: _____

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

ACTIVITY AND BLDG #: **NY013 BLDG1**

Date of Completion: **5/11/21**

LOCATION: **BLDG1 WO# 12833 ASSET# 190917-,127 ,**

MANUFACTURER: **n/a¹²⁸**

MODEL #: **n/a**

SERIAL #: **n/a**

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓	✗	
4	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 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.	✓	✗	no heaters
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/Subcontractor 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 the technician will create a Customer Information Report (CIR) which will include an (If available) asset #, Model Number, Serial number, photos, and a detailed description of the deficiency. This will be submitted to the Project Manager for review and submission to the KO/COR to be notified for additional action.

Additional Notes: