

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY127 Date of Visit: 5/27/21

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, 12831 , 12839 , 12815 , 12832 , 12840 , 12841 ,  
2. ASSET#'S , 190917- , 622-627 , 603 , 642 , 645 , 651 ,  
3. 652 , 659 , 660 , 686 , 682 , 724 , 703 , 707 , 710 , 711 ,  
4. 714 , 716 , 727 , 731  
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 5/27/21

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: LARS LUFFMAN Date: 5/27/21

Signed: 

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

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

**ACTIVITY AND BLDG #:** NY127 BLDG1,2&3

**Date of Completion:** 5/27/21

**LOCATION:** NY127 **WO#:** S 12839,12840,12841

**ASSET#:** S 190917-, 682 , 727 , 731

**MANUFACTURER:** n/a

**MODEL #:** n/a

**SERIAL #:** n/a

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<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.	✓	✗	
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.	✓	✗	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</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/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:**