

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY067 Date of Visit: 1-3-19

Contractor Personnel on Site:

1. Patrick Brown 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

### Work Performed:

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

1. 1716AN,1717AN,1718AN,1719AN,1720AN,1721AN,1722AN,1723AN
2. 1724AN,1725AN,1726AN,1727AN,1728AN, 1859MO
3. 1915SA,1916SA,1917SA,1918SA,1919SA,1920SA,1921SA
4. Various Kitchen Equipment, Parking Lighting, Overhead Doors, Key Card
5. \_\_\_\_\_

---

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 1-3-19

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: Douglas Rushko Date: 1-3-19

Signed: 

E-Mail: douglas.rushko.ctng@mail.wil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOOR KEYPAD / CARD READER**

SITE AND BLDG #: NY067 - Bldg 2

LOCATION/RM #: <sup>Outside, right</sup> side of Main WO# 1919  
 ASSET # 10640  
 Main Door

MECHANIC  
 SIGNATURE:

DATE: 1-3-19

START TIME: 11 am

FINISH TIME: 11:30 am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		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	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	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation .	✓	/	No sticking keys Led's lit properly
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	✓	/	
3	Inspect and test the operation of device.-Observe unit in use	✓	/	It operated correctly
4	Ensure proper protection of all visible wiring and conduits	✓	/	
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs .Notate in note Column	✓	/	No compromises found

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: