

## 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**  
**GATES**

SITE AND BLDG #: NY067

MOV parking area  
LOCATION/RM #:3964  
WO#  
396510617  
ASSET #  
10618MECHANIC  
SIGNATURE

DATE: 6/4/19

START TIME: 2:45pm

FINISH TIME: 3:30pm

CHECK POINT	CHECKPOINT DESCRIPTION	10619	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.		✓		
2	Review manufacturer's instructions.		✓		
3	Schedule shutdown with operating personnel.		✓		
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.		✓		
5	This work should be scheduled at non-peak hours.		✓		
6	Notify affected personnel before performing PM (alarmed or security entrances).		✓		
7	Post "out of service" signs and/or barricades, as appropriate.		✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.		✓		used PB Blaster garage door lubricant
2	Check all locking devices. Lubricate as required.		✓		
3	Inspect center gate support rollers and lubricate as required.		✓		use white lithium grease
4	Clean roller track of any debris.		✓		colortrak free from all debris
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.		✓		all are tight
6	Check for any obstructions that retard full swing or movement of the gate.		✓		no obstructions to retard full swing
7	Check that shrubs and trees are pruned clear of gate.		✓		no shrubs or trees near Gates
8	Check hold open devices for proper operation. Lubricate as required.		✓		
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.		✓		top guards and wires are good

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:**