

## 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:

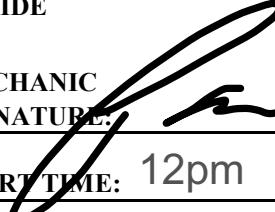
Print Name/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

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

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

SITE AND BLDG #:	NY051-01	6186	10066
		6253	10065
LOCATION/RM #:	WO#	6421	ASSET # 191917-294
		6443	191917-293

MECHANIC  
 SIGNATURE:   
 DATE: 12/3/19

START TIME: 12pm FINISH TIME: 1pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule and coordinate work with operating personnel.	✓	/	
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.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect lighting contactor for pitting or arcing - report issues	✓	/	no arcing or pitting
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓	/	wiring looks good no overheating
3	Check for proper light operation.	✓	/	lights function properly
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓	/	all work properly
5	Inspect light pole and mounting devices for deficiencies.	✓	/	light poles and mounting are good
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓	/	no deficiencies noted

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

ACTIVITY AND BLDG #: **NY051-01**MECHANIC  
SIGNATUREDATE: **12/3/19**

LOCATION/RM #:

WO# **6443**ASSET # **190917-292**START TIME: **10:30am**FINISH TIME: **12pm**

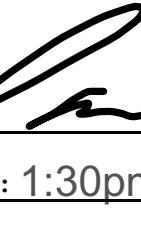
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Inspect for structural defects, note needed repairs	✓		no structural defects noted
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket	✓		wall packs run on photocells
3	Clean exterior with dry cloth.	✓		
4	For Exit lights check for proper arrow direction.		✓	wall lights only
5	Make and/or recommend any needed repairs.	✓		no repairs recommended

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FENCES**

SITE AND BLDG #: **NY051-01**MECHANIC  
SIGNATURE: DATE: **12/3/19**LOCATION/RM #: **WO# 6443** ASSET # **190917-300**START TIME: **1:30pm**FINISH TIME: **2:30pm**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	✓	/	all are good
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	✓	/	
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	✓	/	fence anchors are good
4	Report any damage to fence that would cause a security concern	✓	/	
5	Inspect the bottom of the fence to ensure that there is not a gap larger than 2 inches under the fence.	✓	/	no gaps over 2 in
6	Check the top guard and ensure that it is properly fastened (angled out) and the wires are tight.	✓	/	top guard is correct
7	Inspect all wire ties. Note any deficiencies	✓	/	wire ties are all aluminum

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:** fence wire ties are all aluminum I need to be 9 gauge steel I'm going to request a CM ticket be opened