

## 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.)

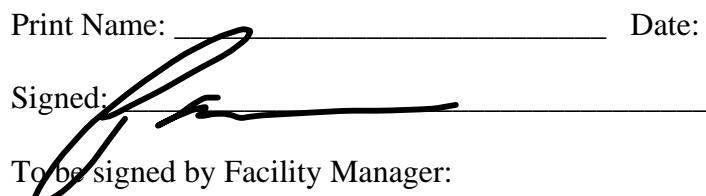
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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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 #: **PA168-B1**MECHANIC  
SIGNATURE DATE: **4/23/19**

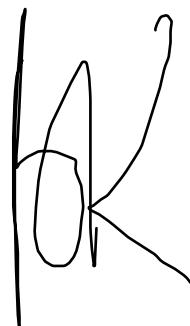
LOCATION/RM #:

**WO# 8367****ASSET # 7458**START TIME: **7am**FINISH TIME: **8am**

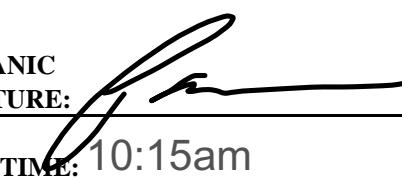
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓	/	
2	Schedule and coordinate work with operating personnel.	✓	/	
3	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	Open and tag switch.	✓	/	
2	Inspect visual condition of wiring. Look for evidence of overheating.	✓	/	no evidence of overheating
3	Check for proper light operation.	✓	/	
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓	/	photo cells only
5	Inspect light pole and mounting devices for deficiencies.	✓	/	no deficiencies
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓	/	

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**  
**GATES**

**SITE AND BLDG #:** PA168-B1**LOCATION/RM #:** WO# 8367    **ASSET #** 7502**MECHANIC  
SIGNATURE:** **DATE:** 4/23/19**START TIME:** 10:15am**FINISH TIME:** 12pm

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
<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.	✓	—	used white lithium grease
3	Inspect center gate support rollers and lubricate as required.	✓	—	used white lithium grease
4	Clean roller track of any debris.	✓	—	no 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
7	Check that shrubs and trees are pruned clear of gate.	✓	—	no trees or shrubs
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.	✓	—	all are tight

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To be performed by: General Maintenance Worker

**Additional Notes:**