

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## VAULT DOOR

SITE AND BLDG #: **White Plains MD066**

LOCATION/RM #: **Vault** WO# **15296** ~~16755~~ ASSET # **200** ~~201~~

MECHANIC SIGNATURE:  DATE: **3/9/22**

START TIME: **11:00** FINISH TIME: **12:00**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)              |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|--------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                                      |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                                      |
| 1                                          | 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                                          | Check alignment of dial ring with lock case; correct if necessary.                                                                                          | ✓             |    |  |
| 2                                          | Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.                                                            | ✓             |    |                                                                                      |
| 3                                          | Look for corrosion or presence of any foreign matter that will in any manner affect the lock’s proper operation.                                            | ✓             |    |                                                                                      |
| 4                                          | Look for any signs of malfunctioning or impending failure.                                                                                                  | ✓             |    |                                                                                      |
| 5                                          | Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.                                     | ✓             |    |                                                                                      |
| 6                                          | Check Alignment of door with frame                                                                                                                          | ✓             |    |                                                                                      |
| 7                                          | Check for difficulty in opening, closing or locking the door.                                                                                               | ✓             |    |                                                                                      |
| 8                                          | Replace all defective hardware                                                                                                                              | ✓             |    |                                                                                      |



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 discription of the deficiency.

1. A qualified locksmith with expertise in GSA locks is required.
2. Prior Coordination with the facility must occur prior to scheduled work. (See suggested coordination questions below)
  - a. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
  - b. Coordination AND approval from the Facility Coordinator or Physical Security Officer or PIN Custodian for combination change.

**Additional Notes:**