

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG #: _____

**MECHANIC
SIGNATURE:** _____

DATE: _____

LOCATION/RM #: _____ **WO#** _____ **ASSET #** _____

START TIME: _____ **FINISH TIME:** _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	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.

To be performed by: General Maintenance Worker

Additional Notes: