

**CERTIFICATION OF WORK
SERVICE CALL**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: NY054 Date of Visit: 18 APRIL 2023

Contractor Personnel on Site:

- | | |
|-----------------------|----------|
| 1. <u>Eric Taylor</u> | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Service Call Number

CSS# _____ WO# 21508

Description of Repairs

PM Vault Door and Lock

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Eric Taylor Date: 18 APRIL 2023

Signed: Eric Taylor

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: Chris Anson Date: 18 Apr 23

Signed: Chris Anson

E-Mail: christopher.h.anson.civ@army.mil

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG #: NY054

MECHANIC SIGNATURE: [Signature] DATE: 18 APRIL 2023

LOCATION/ROOM #: WO# 21508 ASSET # 10132 START TIME: 0930 FINISH TIME: 1000

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IN CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check alignment of dial ring with lock case; correct if necessary.	<input checked="" type="checkbox"/>		
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	<input checked="" type="checkbox"/>		
3	Look for corrosion or presence of any foreign matter that will in any manner affect the lock's proper operation.	<input checked="" type="checkbox"/>		
4	Look for any signs of malfunctioning or impending failure.	<input checked="" type="checkbox"/>		
5	Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.	<input checked="" type="checkbox"/>		
6	Check Alignment of door with frame	<input checked="" type="checkbox"/>		
7	Check for difficulty in opening, closing or locking the door.	<input checked="" type="checkbox"/>		
8	Replace all defective hardware	<input checked="" type="checkbox"/>		

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.

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: Lock should be replaced with 50G2937 lock