

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST SECURITY SYSTEM (ARMED ROOM ONLY)

SITE AND BLDG #: PAC003-01/050-01 MECHANIC SIGNATURE: [Signature] DATE: 8-1-19
LOCATION/ROOM: Storage WOH: 6454 ASSET #: 6476 START TIME: 8 AM FINISH TIME: 8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	SEPARATE INSPECTIONS		NOTES / ACTIONS
		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 to.	☒		
2	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels.	☒		
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.	☒		
1	TO BE PERFORMED AT EACH INSPECTION SERVICE			
1	Test the control panels for communications to the monitoring center, sensors, cameras, and strobe lights. (SEE End User Handbook for testing procedures). Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional.	☒		1 Camera, 1 Keypad, 3 PIR, 2 Strobe, 1 Control
2	Check power supplies	☒		
3	Inspect and test the operation of all detection devices	☒		No Access
4	Verify that no compromise to devices has occurred (components of devices could be from building alterations, partitions, furniture or other obstacles)	☒		
3	Load test batteries and if needed recommend for replacement	☒		No Access

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.

- A qualified alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems is required.
- Prior Coordination with the facility must occur prior to scheduled work. (See suggested coordination questions below)
 - Access to Arm room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
 - All cages with motion sensors should be open. Multiple unit coordination may be necessary.
 - In the event that all motion could not be tested due to accessibility every attempt will be made to test the sensor and if unsuccessful must be noted.
 - Ensure facility has access to Maintenance Key.

Additional Notes:

CERTIFICATION OF WORK PREVENTATIVE MAINTENANCE

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

FACID/Building: PAC003-01/050-01 Date of Visit: 8-1-19
Contractor Personnel on Site:
1. Anthony Friedman
2. Too Check

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

- PM-Ant-5100A, W0 4624
- Asset 6496 Motion, 6291 Camera, 6439 Vault
- PM-Ant-5350A, W0 9682
- Asset 6458 Vault, 6476 Motion

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Anthony Friedman Date: 8-1-19
Signed: [Signature]

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: [Signature] Date: 8/1/19
Signed: [Signature]

E-Mail:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CCTV CAMERA/SECURITY MONITOR

SITE AND BLDG #: PA003-01

MECHANIC

SIGNATURE: Anthony J. [Signature]

DATE: 8-1-19

LOCATION/RM #: Entry WDR 9684 ASSET # 6391

START TIME: 8 AM

FINISH TIME: 8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS USE FOR COMPLETE OR DEFICIENT MAINTENANCE AND REPAIR ACTIONS
		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 to.	✓		
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	For the system's camera and housing, verify the following: - Camera lens focus is adjusted properly. - Camera field of view is adjusted to customer's requirements. - Camera lens is dust free. - Interior of camera enclosure is clean and dry. - Check operation of pan tilt and zoom focus. Use controller in control room to check all these operations.	✓		
2	For the system's wiring and cables, verify the following: - Check wiring and cable harnesses for wear and fray. - Check to make sure cable is dressed properly. - Check connectors and cable entry points for loose wiring. - Check that the coaxial cable is transmitting an adequate video signal to control room. Signal should be free of distortion, tearing, hum-bars, EMI, and rolling. - Make sure all coaxial connectors are insulated from conduit and pull boxes.	✓		

CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

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

FACID/Building: PA 003-01/050-01 Date of Visit: 8-1-19

Contractor Personnel on Site:

1. Anthony Friedman 3. _____
2. Too Check 4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. PM-AN-5400A, 2009684
2. Asset 6495 Motion
3. PM-AN-5385A, 2009682
4. Asset 6458 Vault, 6476 Motion
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Anthony Friedman Date: 8-1-19

Signed: Anthony Friedman

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: Lyned, Drew Sent Date: 8/1/19

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **SECURITY SYSTEM (ARMS ROOM ONLY)**

SITE AND BLDG #: PA003-01/050-01
 Cage # 9682 6495 6452
 LOCATION/ROOM #: Storage WO# 9684 ASSET# 6476

MECHANIC
 SIGNATURE: Ally Fl

DATE: 8-1-19

START TIME: 8 AM

FINISH TIME: 8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (If Task Complete, include additional information if applicable)
		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 to.	✓		
2	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels	✓		
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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamper, cameras, and strobe lights. (SEE End User Handbook for testing procedures). Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional.	✓		1 panel, 1 keypad, 3 PIR, 2 sirens, 1 contact
2	Inspect and test the operation of all detection devices	✓		
3	Check power supplies		✓	No Access
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		
5	Load test batteries and if needed recommend for replacement.		✓	No Access

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 alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems 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. All cages with motion sensors should be open. Multiple unit coordination may be necessary.
 - c. In the event that all sensors could not be tested due to accessibility every attempt will be made to test the sensor and if unsuccessful must be noted.
 - d. Ensure facility has access to Maintenance Key.

Additional Notes: