

# CERTIFICATION OF WORK

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

FACID/Building: DE001 Date of Visit: 6/21/18

Contractor Personnel on Site:

1. Daryush Gholian
2. Moshe Gholian

## Work Performed:

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

1. WO# WO 4222 and 4223

**Service Calls** - Service Call Number and Description

1. CSS# check on motion by pool. Front door
2. CSS# check Battery
3. CSS# check comb

# CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Daryush Gholian Date: 6/21/18

Signed: [Signature]

To be signed by Facility Manager:

I certify that the above named individuals representing the Contractor arrived on site and to the best of my knowledge, completed the stated work listed:

Print Name/Rank: Ron T Spates Date: 6-21-18

Signed: [Signature]

E-Mail: ron.t.spates.mil@mail.mil

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **SECURITY SYSTEM**

SITE AND BLDG #: DE 001MECHANIC  
SIGNATURE: *[Signature]*DATE: 6/21/18LOCATION/RM #: VaultWO# 4222ASSET# 1006 & 1007START TIME: 0900FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)</small>
		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.	/		20
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.	/		Cameras are not monitored
2	Inspect and test the operation of all detection devices	/		
3	Check power supplies	/		
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	/		
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits	/		

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:

*Changed Batteries  
clean and tested motion sensors  
and hold up alarm*

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **VAULT DOOR**

SITE AND BLDG #:

~~DE~~ DE 001MECHANIC  
SIGNATURE

DATE:

6/21/18

LOCATION/RM #:

Vault

WO#

4223

ASSET #

1010

START TIME

7:0900

FINISH TIME:

1630

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	Review manufacturer's instructions.	/		
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	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 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:**