



Table 2. Operational Visual Inspection Checklist

| OPERATIONAL VISUAL INSPECTION CHECKLIST FOR<br>SECURITY CONTAINERS AND VAULT DOORS                                             |                                                                                                                                                                                                                                                               |     |    |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Note: If necessary, move classified material to another security container, secure room, or vault until repairs are completed. |                                                                                                                                                                                                                                                               |     |    |
| FACED-BUILDING: 118 DUNE ROAD, PORT TOWN, NY 11259                                                                             |                                                                                                                                                                                                                                                               |     |    |
| FACED-BUILDING: 118 DUNE ROAD, PORT TOWN, NY 11259                                                                             |                                                                                                                                                                                                                                                               |     |    |
| No.                                                                                                                            | Item                                                                                                                                                                                                                                                          | Yes | No |
| 1.0                                                                                                                            | SFW completed and stored in local and national policy security regulations                                                                                                                                                                                    | ✓   |    |
| 2.0                                                                                                                            | Check for security container                                                                                                                                                                                                                                  | ✓   |    |
| 2.1                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |
| 2.2                                                                                                                            | Check for modifications (repainting, alterations, unauthorized marking, camouflage)                                                                                                                                                                           | ✓   |    |
| 2.3                                                                                                                            | Check effect GSA Certification Label                                                                                                                                                                                                                          | ✓   |    |
| 3.0                                                                                                                            | Lock                                                                                                                                                                                                                                                          | ✓   |    |
| 3.1                                                                                                                            | Check for lock mechanism (FBI-2700) combination lock in place                                                                                                                                                                                                 | ✓   |    |
| 3.2                                                                                                                            | Check for lock mechanism (FBI-2700) combination lock in place                                                                                                                                                                                                 | ✓   |    |
| 3.3                                                                                                                            | Check for ease of opening and closing operations (drawers should slide with no resistance)                                                                                                                                                                    | ✓   |    |
| 3.4                                                                                                                            | Check digital number display for digit visibility                                                                                                                                                                                                             | ✓   |    |
| 3.5                                                                                                                            | Check behind the lock for a drill plate and/or punch plate (The drill plate is a thick plate. The punch plate is a thinner piece of hardened metal which slides into the grooves behind the lock housing and is between the lock housing and the cover plate) | ✓   |    |
| 4.0                                                                                                                            | Release and opening drawer mechanism                                                                                                                                                                                                                          | ✓   |    |
| 4.1                                                                                                                            | Check for ease of operation                                                                                                                                                                                                                                   | ✓   |    |
| 4.2                                                                                                                            | Check for handle (should "spring back" when the lock release is engaged)                                                                                                                                                                                      | ✓   |    |
| 5.0                                                                                                                            | Check for alignment                                                                                                                                                                                                                                           | ✓   |    |
| 5.1                                                                                                                            | Check for ease of opening or closing operations (drawers should slide with no resistance)                                                                                                                                                                     | ✓   |    |
| 5.2                                                                                                                            | Check for debris on or dryness or excessive lubrication of sliding rails                                                                                                                                                                                      | ✓   |    |
| 5.3                                                                                                                            | Check for missing screws                                                                                                                                                                                                                                      | ✓   |    |
| 5.4                                                                                                                            | Check for metal shavings on the ledge of the container where the drawer closes                                                                                                                                                                                | ✓   |    |
| 5.5                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |
| 6.0                                                                                                                            | Vault doors                                                                                                                                                                                                                                                   | ✓   |    |
| 6.1                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |

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| FACED-BUILDING: 118 DUNE ROAD, PORT TOWN, NY 11259                                                                             |                                                                                                                                                                                                                                                               |     |    |
| No.                                                                                                                            | Item                                                                                                                                                                                                                                                          | Yes | No |
| 1.0                                                                                                                            | SFW completed and stored in local and national policy security regulations                                                                                                                                                                                    | ✓   |    |
| 2.0                                                                                                                            | Check for security container                                                                                                                                                                                                                                  | ✓   |    |
| 2.1                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |
| 2.2                                                                                                                            | Check for modifications (repainting, alterations, unauthorized marking, camouflage)                                                                                                                                                                           | ✓   |    |
| 2.3                                                                                                                            | Check effect GSA Certification Label                                                                                                                                                                                                                          | ✓   |    |
| 3.0                                                                                                                            | Lock                                                                                                                                                                                                                                                          | ✓   |    |
| 3.1                                                                                                                            | Check for lock mechanism (FBI-2700) combination lock in place                                                                                                                                                                                                 | ✓   |    |
| 3.2                                                                                                                            | Check for lock mechanism (FBI-2700) combination lock in place                                                                                                                                                                                                 | ✓   |    |
| 3.3                                                                                                                            | Check for ease of opening and closing operations (drawers should slide with no resistance)                                                                                                                                                                    | ✓   |    |
| 3.4                                                                                                                            | Check digital number display for digit visibility                                                                                                                                                                                                             | ✓   |    |
| 3.5                                                                                                                            | Check behind the lock for a drill plate and/or punch plate (The drill plate is a thick plate. The punch plate is a thinner piece of hardened metal which slides into the grooves behind the lock housing and is between the lock housing and the cover plate) | ✓   |    |
| 4.0                                                                                                                            | Release and opening drawer mechanism                                                                                                                                                                                                                          | ✓   |    |
| 4.1                                                                                                                            | Check for ease of operation                                                                                                                                                                                                                                   | ✓   |    |
| 4.2                                                                                                                            | Check for handle (should "spring back" when the lock release is engaged)                                                                                                                                                                                      | ✓   |    |
| 5.0                                                                                                                            | Check for alignment                                                                                                                                                                                                                                           | ✓   |    |
| 5.1                                                                                                                            | Check for ease of opening or closing operations (drawers should slide with no resistance)                                                                                                                                                                     | ✓   |    |
| 5.2                                                                                                                            | Check for debris on or dryness or excessive lubrication of sliding rails                                                                                                                                                                                      | ✓   |    |
| 5.3                                                                                                                            | Check for missing screws                                                                                                                                                                                                                                      | ✓   |    |
| 5.4                                                                                                                            | Check for metal shavings on the ledge of the container where the drawer closes                                                                                                                                                                                | ✓   |    |
| 5.5                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |
| 6.0                                                                                                                            | Vault doors                                                                                                                                                                                                                                                   | ✓   |    |
| 6.1                                                                                                                            | Check for cracks, broken welds, tampering, and environment effects (rust, moisture, mold, corrosion)                                                                                                                                                          | ✓   |    |

| No. | Item                                                                                       | Yes | No |
|-----|--------------------------------------------------------------------------------------------|-----|----|
| 6.2 | Check for modifications (repainting, alterations, unauthorized marking, camouflage)        | ✓   |    |
| 6.3 | Check effect GSA Certification Label                                                       | ✓   |    |
| 6.4 | Check bolt work linkage connections and lubrication of bolt work and hinges                | ✓   |    |
| 6.5 | Check for metal shavings on the ledge of the container where the drawer closes             | ✓   |    |
| 6.6 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 6.7 | Check for lock mechanism (FBI-2700) combination lock in place                              | ✓   |    |
| 6.8 | Check for lock mechanism (FBI-2700) combination lock in place                              | ✓   |    |
| 6.9 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.0 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.1 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.2 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.3 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.4 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |
| 7.5 | Check for ease of opening and closing operations (drawers should slide with no resistance) | ✓   |    |