

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: MD002 Date of Visit: 9/26/19

Contractor Personnel on Site:

1. Darius Gholian 3. \_\_\_\_\_  
2. John Brown 4. \_\_\_\_\_

**Work Performed:**

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

1. 8262AN 1-pc Monitor (1122)
2. 8261AN 1-pc Arms Vault Rm 108 (1114)
3. CSS 21558 WO 11069 Vault #1 in FFR, CSS 21559 WO 11070 Vault#2 in FFR
4. \_\_\_\_\_
5. \_\_\_\_\_

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Darius Gholian Date: 9/26/19

Signed: 

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: SSG Claudia Voorhies Date: 9/26/19

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**CCTV CAMERA/SECURITY MONITOR**

**SITE AND BLDG #:** MD002-03

**MECHANIC**

**SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**WO#** 8262

**ASSET #** 1122

**START TIME:**

0900

**FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.			
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.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.			<b>N/A</b>
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.			

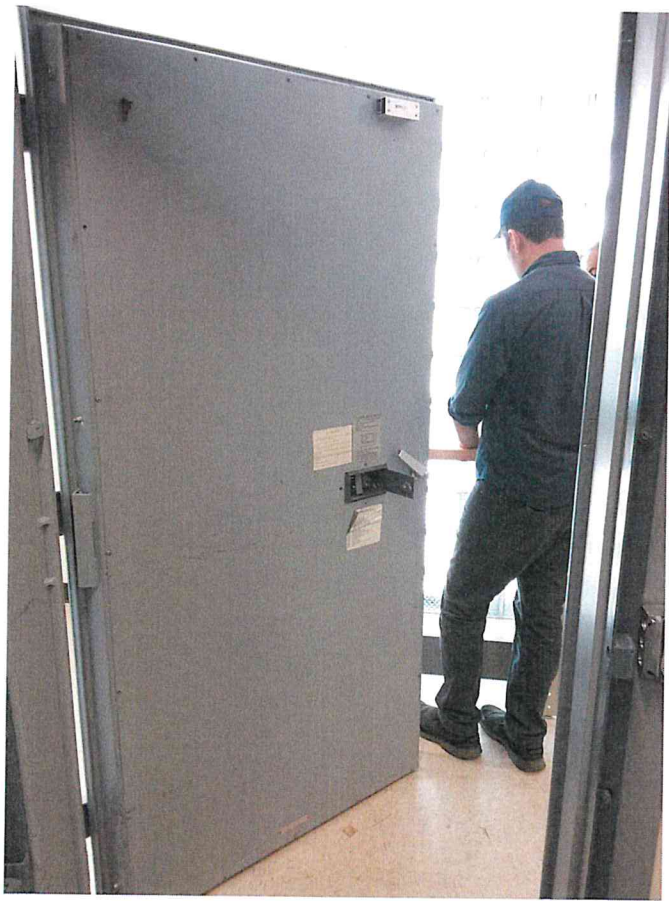
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
3	<p>For the system's control equipment, verify the following:</p> <ul style="list-style-type: none"> <li>- Monitors are free from picture burn-in and distortion.</li> <li>- Monitors have proper contrast and brightness.</li> <li>- Check that all control equipment is operational. This means that switchers allow proper sequencing, multiplexers are properly encoding and decoding, and matrix switcher keyboards are fully operational.</li> <li>- Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution.</li> <li>- Check all coaxial connectors on the back panels for loose connections.</li> <li>- Check all power connections to ensure AC plugs are not loose.</li> </ul>			N/A

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:**









## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAULT DOOR

SITE AND BLDG #: **MD002-01**MECHANIC  
SIGNATURE: DATE: **9/26/19**LOCATION/RM #: **RM 108** WO# **8261** ASSET # **1114**START TIME: **0900** FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**