

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: 5515 Liberty RD 21207 Date of Visit: 8/13/18  
Contractor Personnel on Site:

1. Daryush Gholian
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CSS #14222 WO 4450

WO 4239 and 4240

**Work Performed:**

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

1. check on panel
  2. change battery
  3. temp motion
  4. temp panel
  5. check on door
- 6 check code on vault

**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Daryush Gholian Date: 8/13/18  
Signed: Daryush Gholian

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: David OKES GS-07 Date: 2018 Aug 13  
Signed: [Signature]

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

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

**SITE AND BLDG #:** MD 003 B-1

**MECHANIC  
SIGNATURE:** [Signature]

**DATE:** 8/13/18

**LOCATION/RM #:** Vault **WO#** 4239 **ASSET #** 1137 and 1138

**START TIME:** 1000

**FINISH TIME:** 1200

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 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, tampers, 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.	/		
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	Load test batteries and if needed recommend for replacement.	/		

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:**

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAULT DOOR

SITE AND BLDG #: MD003 B-1

LOCATION/RM #: Vault WO# XXXXX 4240 ASSET # 1140

MECHANIC  
SIGNATURE: [Signature]

DATE: 8/13/18

START TIME: 1000

FINISH TIME: 1200

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:**





