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- Safes & Vaults
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- Access Control Systems
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Bill To:	MD 013 8205
Attn:	888293 7353
Phone:	
Billing Email:	

Name: CMI - USA RC.
Job Location: 8791 Snowflakes School Rd Gaithersburg MD 20878
Ordered By:
Work Location (Suite/Door):
Phone:

## SERVICES PROVIDED

	WORK	ESTIMATE
Access Control	Card Reader Biometric Reader Access Software Digital Keypad Access Card Access Key Fob Intercom Electronic Lock Magnetic Lock	
Burglar Alarm	Alarm System Motion Detector Door Contact Glass Break Detector Smoke- Heat Detector Cellular Back-up	
CCTV	Camera Color Camera B/W DVD-VCR Recorder Multiplexers Flat Panel Monitor	
Locks	Knob Lock Lever Lock Mortise Lock Duplicate Key Padlock Deadbolt Lock Sliding Door Lock Exit Device	
High Security	ASSA Medeco Mul-T-Lock Schlage Primus Schlage Everest Kaba Peaks	
Safes	Safe Sales New-Used Combination Change Safe Service Safe Opening Safe Delivery Safe Moving	
Doors	Door & Frame Metal Wood Aluminum Pivot & Hinge Door Closer	
Cars	Car Alarms Car Remotes Trunk Opening Create Car Key Key Duplication Transponder Key Car Door Lock Repair Ignition Switch Repair Ignition Switch Replacement	

PO NUMBER	TECHNICIAN	SERVICE CALL	COD	NET 10	NET 30	DATE
69716	DAVID					8/15/18

QTY.	DESCRIPTION OF WORK	PARTS	LABOR
1	1. Seal 2. check motion sensor		
1	1. check on front door		
1	1. check on monitor		
1	1. check hold up bottom		
	1. check on screen protector need to be change		
	1. computer for camera's not rebooting need to be		
	check by installer		

I certify that I have the authority as owner or agent for the owner of the property to order the lock, key or security work designated above and to bind the owner under this contract. By signing below, I certify that the owner hereby does absolve, indemnify and hold the locksmith who bears this authorization harmless from any and all claims arising from the performance of such work. The owner is the party responsible for payment in full, and is subject to the terms and conditions printed on the reverse side. If the owner does not make timely payment, the agent shall make payment in full.

Signature:

Printed Name: Marcos Gonzalez

TAG# VIN#

CASH  CREDIT  BILL  CHECK#

Credit Card #

Type Exp. Date / / I.D.

Subtotal

Parts & Labor

Tax

Total

25674

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

**SITE AND BLDG #:** CraThersburg MD013

**MECHANIC SIGNATURE:** Patrick Peterson **DATE:** 8/18/18

**LOCATION/RM #:** Blg 2 **WO#** PA-AM-1181A **ASSET #** 1184

**START TIME:**  **FINISH TIME:**

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETE		NOTES	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.			<i>No Security or Alarm System</i>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.				
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 <del>and</del>			<i>Verifying the HAS</i>	<i>No Security System.</i>

**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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**V A U L T D O O R**

**SITE AND BLDG #:** Gaithersburg MD 2013

**LOCATION/RM #:** Rm 102   **WO#** PM-14W-1177 **ASSET #** 1177

**MECHANIC SIGNATURE:** Patricia Barnes   **DATE:** 8/15/18

**START TIME:** 9:15   **FINISH TIME:** 9:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(If Task Complete is checked, no provide explanation)</small>
		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.	✓		
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**

*Tagged w/Asset*

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.	✓		<i>Antiflame works fine</i>
6	Check Alignment of door with frame	✓		<i>Green</i>
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

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:**

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

**SITE AND BLDG #:** Gaithersburg MD 20878

**LOCATION/RM #:** Rm 102 **WO#** PK-MW-1174 **ASSET #** 1174

**MECHANIC SIGNATURE:** Danyush G. Holmer **DATE:** 8/15/18

**START TIME:** 10 **FINISH TIME:** 11

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		<i>Need key for door</i>

**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**  
**CCTV CAMERA/SECURITY MONITOR**

**SITE AND BLDG #:** Gaithersburg MD 2013

**LOCATION/RM #:** Rm 134 **WO#** 1173 #14 **ASSET #** 1173 #014 **TO START TIME:** 10

**MECHANIC SIGNATURE:** Douglas L. A. Brown **DATE:** 8/15/18

**FINISH TIME:** 11

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (If task complete is checked, no provide explanation)
		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.	✓		
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	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.	✓		

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>	✓		<i>Need new surge protector but computer not rebooting</i>

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: