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7"BS

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Bill To: MD 2013
8206
Attn: 888 293 7343
Phone:
Billing Email:

Name: CMI - USARC.
Job Location: 8791 Snowden School Rd
Gaithersburg MD 20879
Ordered By:
Work Location (Suite/Door):
Phone:

SERVICES PROVIDED

PO NUMBER	TECHNICIAN	SERVICE CALL	COD	NET 10	NET 30	DATE
69 716	DAVID					8/15/18

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

QTY.	DESCRIPTION OF WORK	PARTS	LABOR
1	Steal		
2	check motion sensor		
1	check on fire door		
1	check on monitor		
1	check hold up bottom		
1	check on safe protector need to be changed		
1	computer for camera is not working need to be checked 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: Marcos Gonzalez

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 #:

Cratersburg MD013

MECHANIC SIGNATURE: 

DATE: 8/15/18

LOCATION/RM #:

Bldg 2 WO# PM-AW-11814 ASSET # 1184

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS (IF TASK COMPLETE, 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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			No Security or Alarm System
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tamper, 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)			Building has
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits			No Security System.

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 VAULT DOOR

SITE AND BLDG #: Gaithersburg MD013MECHANIC SIGNATURE: [Signature]DATE: 8/15/18LOCATION/RM #: Rm 102 WO# PM-44-1177 ASSET # 1177START TIME: 9:15FINISH TIME: 9:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (If task completes 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.	<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check alignment of dial ring with lock case; correct if necessary.	<input checked="" type="checkbox"/>		<u>Tugged w/ Asset</u>
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	<input checked="" type="checkbox"/>		
3	Look for corrosion or presence of any foreign matter that will in any manner affect the lock's proper operation.	<input checked="" type="checkbox"/>		
4	Look for any signs of malfunctioning or impending failure.	<input checked="" type="checkbox"/>		<u>outside alarm works fine</u>
5	Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.	<input checked="" type="checkbox"/>		
6	Check Alignment of door with frame	<input checked="" type="checkbox"/>		<u>Good</u>
7	Check for difficulty in opening, closing or locking the door.	<input checked="" type="checkbox"/>		
8	Replace all defective hardware	<input checked="" type="checkbox"/>		

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:

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

SITE AND BLDG #:

Gaithersburg MD13

MECHANIC

SIGNATURE:

Danyush G. Holman DATE: 8/15/18

LOCATION/RM #:

Rm 102

WO#

PM-M-1174

ASSET #

1174

START TIME:

10

FINISH TIME:

11

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, tamperers, 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.		✓	Need Key for door

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 **CCIV CAMERA/SECURITY MONITOR**

SITE AND BLDG #: Gaitersburg MD 2013

MECHANIC SIGNATURE: Douglas A. A. A. A.

DATE: 8/15/18

LOCATION/RM #: Rm 134 **WO#** 1173 **#1 + #2 ASSET #** 1173 **#01 + #02 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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"> - Monitors are free from picture burn-in and distortion. - Monitors have proper contrast and brightness. - 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. - Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution. - Check all coaxial connectors on the back panels for loose connections. - Check all power connections to ensure AC plugs are not loose. 	YES	NO	<p><i>Need new surge protector need computer not rebooting</i></p>

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.

Additional Notes: