

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT DOOR

SITE AND BLDG #: Upper Mallbox **MDA16**

LOCATION/RM #: Rm19 **WO#PM/ALM 1199** **ASSET #** 1199

MECHANIC SIGNATURE: Patrick Brown **DATE:** 8/22/15

START TIME: 10:00 **FINISH TIME:** 10:45

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.	<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"/>		<i>Tagged w/Asset/label</i>

TO BE PERFORMED AT EACH INSPECTION SERVICE

1	Check alignment of dial ring with lock case; correct if necessary.	<input checked="" type="checkbox"/>	<i>Good</i>
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"/>	<i>Change Combination</i>
4	Look for any signs of malfunctioning or impending failure.	<input checked="" type="checkbox"/>	
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"/>	
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:



6318 Reisterstown Rd, Baltimore MD 21215
Fax 410.561.6031 | TOLL FREE 1877.267.6562
ampmlocksmith@yahoo.com | ampmlock@yahoo.com

- Safes & Vaults
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MD 410.764.2001 | DC 202.595.9329 | VA 703-229-0099 CALL FOR 24-HR SERVICE AMPMLOCK.COM

Bill To:	CM1
Attn:	
Phone:	
Billing Email:	

Name:	M D016
Job Location:	5550 Dowerhouse 20172
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		
Burglar Alarm	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		
	Sliding Door Lock		
High Security	Exit Device		
	ASSA		
	Medeco		
	Mul-T-Lock		
	Schlage Primus		
	Schlage Everest		
Safes	Kaba Peaks		
	Safe Sales New-Used		
	Combination Change		
	Safe Service		
	Safe Opening		
	Safe Delivery		
Doors	Safe Moving		
	Door & Frame		
	Metal		
	Wood		
	Aluminum		
	Pivot & Hinge		
Cars	Door Closer		
	Car Alarms		
	Car Remotes		
	Trunk Opening		
	Create Car Key		
	Key Duplication		
	Transponder Key		

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: Deborah Nasheim
Printed Name: Deborah A. Nasheim

TAG# VIN#

CASH CREDIT BILL CHECK#

Credit Card #

26910