

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

SITE AND BLDG #: MD 019 B-1

4256

1240

LOCATION/RM #: Vault WO# 135XXXX ASSET # 3500XX

MECHANIC  
SIGNATURE: *JLW-B*

DATE:

6/14/18

START TIME: 0900

FINISH TIME: 1630

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	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.	/		Cameras are not monitored
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 inspection of all visible wiring and conduits	/		

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 #: MD019 B-1  
 LOCATION/RM #: Vault. WO# 4257 ASSET # 1243  
 ASSET # XXXXX

MECHANIC  
 SIGNATURE: *JLWB*

DATE: 6/14/18

START TIME: *0900* FINISH TIME: *1630*

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 BY THE INSPECTOR/ON-SITE 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:**