

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

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

FACID/Building: NY013 Date of Visit: 4/19/22

Contractor Personnel on Site:

1. ERIC TAYLOR
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Work Performed:**

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

1. PM vault door
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Eric Taylor Date: 4/19/22

Signed: Eric Taylor

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: Michael McCarty 6509 Date: 4/19/22

Signed: Michael McCarty

E-Mail: Michael.c.mccarty.41.civ@army.mil

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAULT DOOR**

SITE AND BLDG #: NY013

LOCATION/RM #:

WO#

ASSET # 9247

MECHANIC

SIGNATURE: Eric DaytonDATE: 4/19/22START TIME: 1336FINISH TIME: 1350

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	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	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	✓		<i>Incorrect lock for the 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 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:**

*Door is out of service. (Shutting down the facility?) Combination set to storage.*