

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT

SITE AND BLDG #: NY023-123

MECHANIC
SIGNATURE: *Mike Wolfe*

DATE: 4/11/19

LOCATION/RM #:

START TIME: 7am

FINISH TIME: 2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	3292	9384					J-55 1-pc Arms Vault	1004

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	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	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. To be performed by: General Maintenance Worker **Additional Notes:**

