

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## VAULT

SITE AND BLDG #: NY023-200

MECHANIC  
SIGNATURE

DATE: 4/3/19

LOCATION/RM #:

START TIME:

FINISH TIME:

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description    | Asset Location        |
|---------------|------|---------|------|--------------|--------------|----------|----------------------|-----------------------|
| NY023-200     | 3298 | 9493    |      |              |              |          | J-55 1-pc Arms Vault | 1 <sup>st</sup> Floor |

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**

