

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG#:

NY058-104

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (DROWE)*

DATE:

7/19/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY058-104	2-21521	10345	PM-AN-10345	N/A	N/A	N/A	J-55 1-PC A, RMs Vault, 10345, NY058-104	
CHECK POINT	CHECKPOINT DESCRIPTION				NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)			
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:

- 4/18 Per meeting onhold till August 2022