

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY067 Date of Visit: 4/19/22

Contractor Personnel on Site:

- |                       |          |
|-----------------------|----------|
| 1. <u>ERIC TAYLOR</u> | 3. _____ |
| 2. _____              | 4. _____ |

**Work Performed:**

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

1. PM visit done
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: Edelmi, Connery T. GS-07 Date: 4/19/22

Signed: [Signature]

E-Mail: Connery, T. Edelmi.Civ@army.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG #: NY067

MECHANIC

SIGNATURE: E. TaylorDATE: 4/19/22

LOCATION/RM #: \_\_\_\_\_ WO# \_\_\_\_\_ ASSET # \_\_\_\_\_

START TIME: 0835

FINISH TIME: \_\_\_\_\_

CHECK POINT		CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
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.	✓			
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	✓			
Identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found					

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: Lock needs replacement. Failure is imminent.