

## **CERTIFICATION OF WORK SERVICE CALL**

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

FACID/Building: PA209-01 Date of Visit: 7/26/19

#### **Contractor Personnel on Site:**

1. Eric Taylor 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

**Service Call Number**

CSS# 19920 WO# 1915613 / 9788

## Description of Repairs

PM of vault door

## CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Eric Taylor Date: 7/25/19

Signed: Ein Tag

**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: RICHARD ELLIOTT, GS-09 Date: 25 JULY 2018

Signed: Plaut

E-Mail: RICHARD.E.ELLIOTT49.CIV@MAIL.MIL

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

**SITE AND BLDG #:** PA209-01  
9788  
**LOCATION/RM #:** WO# 9503 ASSET # 7929

**MECHANIC**  
**SIGNATURE:** Eva Taylor **DATE:** 7/25/17  
**START TIME:** 1015 **FINISH TIME:** 11:00

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 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   | Review manufacturer's instructions.   | ✓             |    |   |
| 3   | 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  | ✓             |    |   |

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:**

*No problems found*