

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **SECURITY SYSTEM (ARMS ROOM ONLY)**

|                                          |                                                                                                       |                                                   |
|------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| SITE AND BLDG #: <b>Alexandria VA002</b> | MECHANIC SIGNATURE:  | DATE: <b>2/28/22</b>                              |
| LOCATION/RM #: <b>Bldg. 1 WO# 15228</b>  | ASSET # <b>see notes</b>                                                                              | START TIME: <b>9:00</b> FINISH TIME: <b>11:00</b> |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                          | Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights. . Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional. Call system out to fort Mc Coy for alarm validation | ✓             |    |  |
| 2                                          | Inspect and test the operation of all detection devices                                                                                                                                                                                                                | ✓             |    |  |
| 3                                          | Check power supplies                                                                                                                                                                                                                                                   | ✓             |    |                                                                                    |
| 4                                          | Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)                                                                                                                 | ✓             |    |                                                                                    |
| 5                                          | Replace 7 ah Avantor panel batteries                                                                                                                                                                                                                                   | ✓             |    |                                                                                    |

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 alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems 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. All cages with motion sensors should be open. Multiple unit coordination may be necessary.

c. In the event that all sensors could not be tested due to accessibility every attempt will be made to test the sensor and if unsuccessful must be noted.

d. Ensure facility has access to Maintenance Key.

**Additional Notes:**

|                         |             |                           |             |
|-------------------------|-------------|---------------------------|-------------|
| <b>1352 2pc camera</b>  | <b>done</b> | <b>1355 motion sensor</b> | <b>done</b> |
| <b>1353 monitor</b>     | <b>done</b> | <b>1356 key code pad.</b> | <b>done</b> |
| <b>1354 Audio alarm</b> | <b>done</b> |                           |             |