

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

**SITE AND BLDG #:** VA039-01

**MECHANIC SIGNATURE:** *Mike Merchant* **DATE:** *29 Jul 19*

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	9770	7904					J-1502000-55 1-pc Arms Vault room 133B	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.			<i>Security Pins to be completed by Sub.</i>
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.			
<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.			<i>See Gw</i>
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.			