

Vault PM

**CERTIFICATION OF WORK  
SERVICE CALL**

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

FACID/Building: VA050 Date of Visit: 8.19.2020

Contractor Personnel on Site:

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

**Service Call Number**

CSS# \_\_\_\_\_ WO# 11633

**Description of Repairs**

Performed combination change Checked motion sensor  
Door, Alarm, Replaced batteries dated 8/19/2020.  
Checked (4) Tesco cages. (No key to unlock, vault from inside  
VAULT Alarm working.

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Richard Walker Date: 8.19.2020

Signed: 

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: LPT T Friend Date: 8.19.2020

Signed: 

E-Mail: \_\_\_\_\_

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

**SITE AND BLDG #:** VA050

**MECHANIC SIGNATURE:** Roger Smith

**DATE:** 8.19.2020

**LOCATION/RM #:** VA014    **WO#**    **ASSET #**

**START TIME:** 3PM    **FINISH TIME:** 4PM

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 to.	✓		
2	Review manufacturer's instructions. SEE End User Handbook (Separate Attachment) for all DSC Panels	✓		
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	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights. (SEE End User Handbook for testing procedures). Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional.	✓		
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	Load test batteries and if needed recommend for replacement.	✓		<u>Replaced 2 batteries</u>

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:**

*Changed Vault code*

*Advanced submitting quote for  
Re-Key of internal lock/Replacement*

