

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 4/24/23

Contractor Personnel on Site:

- |                         |          |
|-------------------------|----------|
| 1. <u>Patrick Brown</u> | 3. _____ |
| 2. _____                | 4. _____ |

**Work Performed:**

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

1. WO#'S , 21558 , 21559 , 21636 , 21705 , 21494 ,
2. 21560 , 21561 , 21562 , 21601 , 21637 , 21693 ,
3. ASSET#'S , 9217 , 9247 , 9254 , 9252 , 9253 ,
4. 9254 , 190917-,131,141,144, IL-12 , IL13
5. \_\_\_\_\_

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: Patrick Brown Date: 4/24/23

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: MR MCCARTHY Date: 4/24/23

Signed: Michael McCarthy

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

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAULT DOOR

SITE AND BLDG #: NY013 BLDG2

MECHANIC  
SIGNATURE: 

DATE: 4/24/23

LOCATION/RM #: BLDG2 WO# 21693 ASSET # 190917-,  
141,144

START TIME: 10am

FINISH TIME: 10:15am

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.		✓	no vault in BLDG2
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 discription 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:**