

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG #: NY067 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 5/12/23

 LOCATION/RM #: VAULT
 WO# 21700 ASSET # 190917-,
 437,453

START TIME: 7am

FINISH TIME: 8am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED
		YES
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 VISIT		
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 only). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #.

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: