

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### VAULT DOOR

SITE AND BLDG #: NY127 BLDG1


MECHANIC  
SIGNATURE: 

DATE: 5/5/23

LOCATION/RM #: vault WO# 21702 ASSET # 190917-,  
677,678

START TIME: 1pm

FINISH TIME: 1:30pm

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 INSPECT					
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 and direct materials) during the PM visit. Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the problem.

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 sheet for details)
  - a. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times.
  - b. Coordination AND approval from the Facility Coordinator or Physical Security Officer or PIN Custodian is required.

**Additional Notes:**

Deficiencies found