

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST VAULT DOOR

SITE AND BLDG #: NY127 BLDG1

LOCATION/RM #: vault **WO#** 21702 **ASSET #** 190917-
677678

MECHANIC SIGNATURE

DATE: 5/5/23

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 INSPECTION				
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). Any repair identified during PM that exceeds \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, an

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

Additional Notes:

