

**CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE**

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

FACID/Building: NY013 Date of Visit: 4/19/21

Contractor Personnel on Site:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Work Performed:

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

1. WO#'S, 12382 - 12386 , 12488 , 12298 , 12437 , 12473
2. ASSET#'S, 190917- , 131 , 141 , 144 , 9217 , 9247 , 9254 ,
3. 9252 , 9253 ,
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Patrick Brown Date: 4/19/21

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: SFC KEVIN STEWART Date: 4/19/21

Signed: _____


E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT DOOR

 SITE AND BLDG #: NY013 BLDG1

 MECHANIC SIGNATURE: *Eric Taylor* DATE: 4/19/20

 LOCATION/RM #: vault WO# 12383 ASSET # 190917-
12473 141, 144

 START TIME: 1pm FINISH TIME: 2pm

CHECK POINT	CHECKPOINT DESCRIPTION	9247	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.		<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check alignment of dial ring with lock case; correct if necessary.		<input checked="" type="checkbox"/>		
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.		<input checked="" type="checkbox"/>		
3	Look for corrosion or presence of any foreign matter that will in any manner affect the lock's proper operation.		<input checked="" type="checkbox"/>		
4	Look for any signs of malfunctioning or impending failure.		<input checked="" type="checkbox"/>		
5	Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.		<input checked="" type="checkbox"/>		
6	Check Alignment of door with frame		<input checked="" type="checkbox"/>		
7	Check for difficulty in opening, closing or locking the door.		<input checked="" type="checkbox"/>		
8	Replace all defective hardware		<input checked="" type="checkbox"/>		

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: