

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **SECURITY SYSTEM (ARMS ROOM ONLY)**

SITE AND BLDG #: Alexandria VA002

MECHANIC SIGNATURE:  **DATE:** 11/05/20

LOCATION/RM #: Vault **WO#** 12968 **ASSET #** see notes

START TIME: 11:45 **FINISH TIME:** 12:30

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	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights. . Replace any faulty sensor, verify with Central Monitoring Station that it is fully functional. Call system out to fort Mc Coy for alarm validation	✓		could not access alarm panel to replace batteries. Replacement batteries left on top of panel
2	Inspect and test the operation of all detection devices	✓		
3	Check power supplies	✓		
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)	✓		
5	Replace 7 ah Avantor panel batteries	✓		

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 alarm technician is a requirement. A minimum of 5 years experience with Intrusion Detection Systems 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. All cages with motion sensors should be open. Multiple unit coordination may be necessary.
 - c. In the event that all sensors could not be tested due to accessability every attempt will be made to test the sensor and if unsucessful must be noted.
 - d. Ensure facility has access to Maintenance Key.

Additional Notes:

1352 2pc camera **done**
1353 monitor **done**
1354 Audio alarm **done**

1355 motion sensor **done**
1356 key code pad. **done**