

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**VAULT DOOR**

**SITE AND BLDG #:** WV002-01

**MECHANIC**

**SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV002-01	9766	7898					J-1502000-55 1-pc Arms Vault room 115	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.			
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.			Completed by Sub.
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.			See Con.
6	Check Alignment of door with frame			
7	Check for difficulty in opening, closing or locking the door.			

8	Replace all defective hardware			
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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 description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**