

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

**V A U L T D O O R**

**SITE AND BLDG #:** WV010-01

**MECHANIC SIGNATURE:** *Mike Merchant*

**DATE:** *30 Jul 19*

**LOCATION/RM #:**

**START TIME:** *8:00 AM*

**FINISH TIME:** *9:00 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV010-01	9771	7905					J-1502000-55 1-pc Arms Vault room 135	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO			
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.	<input checked="" type="checkbox"/>			<i>Completed by Subcontractor</i>	
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.	<input checked="" type="checkbox"/>				
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>						
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"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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: