

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT DOOR

SITE AND BLDG #: WV014-01

LOCATION/RM #:

MECHANIC SIGNATURE: Mike Mechanic

DATE: 31 JUL 19

START TIME: 8:00 AM

FINISH TIME: 9:00 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	9775	7911					J-1502000-55 1-pc Arms Vault room 17	
WV014-01	9775	7912					J-1502000-55 1-pc Arms Vault room 19	

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"/>			Completed by Subcontractor.
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"/>			
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"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Replace all defective hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**