

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

**SITE AND BLDG #: WV014-01**

**LOCATION/RM #:**

**MECHANIC SIGNATURE:** *Mike Merhan* **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		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	✓		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.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.	✓		
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 (over)
6	Check Alignment of door with frame	✓		

