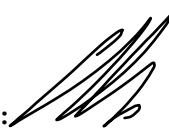


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT DOOR

SITE AND BLDG #: WV029-01

**MECHANIC
SIGNATURE:** 

DATE: 7-8-15

LOCATION/RM #:

START TIME:

FINISH TIME:

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--------------------------------------|----------------|
| WV029-01 | 9764 | 7895 | | | | | J-1502000-55 1-pc Arms Vault room106 | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) | |
|---|---|---------------|----|---|--|
| | | YES | NO | SPECIAL INSTRUCTIONS | |
| 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. | | | | |
| 6 | Check Alignment of door with frame | | | | |
| 7 | Check for difficulty in opening, closing or locking the door. | | | | |

| | | | | |
|---|--------------------------------|--|--|--|
| 8 | Replace all defective hardware | | | |
|---|--------------------------------|--|--|--|

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:**

Note: PM to be performed by vendor!