

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

**SITE AND BLDG #:** WV031-01

**MECHANIC**

**SIGNATURE:**

*Mike Merchant*

**DATE:** 31 JUL 19

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	9781	7920					J-1502000-55 1-pc Arms Vault Rm 120	

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.	X				
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.	X				<i>See Cow</i>
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Check alignment of dial ring with lock case; correct if necessary.	X				
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	X				
3	Look for corrosion or presence of any foreign matter that will in any manner affect the lock's proper operation.	X				
4	Look for any signs of malfunctioning or impending failure.	X				
5	Look for any signs of tampering, forced, or covert entry; report this to the local Security and Law Enforcement Office.	X				
6	Check Alignment of door with frame	X				
7	Check for difficulty in opening, closing or locking the door.	X				

8	Replace all defective hardware	X		
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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:**