

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

VAULT DOOR

SITE AND BLDG #: NY001 - 01 Main Building

MECHANIC

SIGNATURE: *Christopher N Pothier* **DATE:** 4 - 25 - 19

LOCATION/RM #: Vault **WO#** 3267 **ASSET #** 9079

START TIME:

FINISH TIME:

| 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. | | | See Notes |
| 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. | | | See Notes |
| 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. | | | See Notes |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

This site is not being used so the vault lock is powered off. Nothing to inspect.