

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

ARM VAULT

SITE AND BLDG #: NY024 - B406

358

MECHANIC SIGNATURE: R. Wallace

DATE: 4/5/2015

LOCATION/RM #:

WO#

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		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"/>	<input type="checkbox"/>	
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"/>	<input 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"/>	<input type="checkbox"/>	<u>ASSET # 5817 - NO ARM VAULT</u>
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>IN THE RUNDOWN</u>
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"/>	<input type="checkbox"/>	<u>MISSING ASSET</u>
4	Look for any signs of malfunctioning or impending failure.	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	
6	Check Alignment of door with frame	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check for difficulty in opening, closing or locking the door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Replace all defective hardware	<input checked="" 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:

W-04 ASSET

3304 - PM-4W-9764 - OK
3310 - PM-AW-9817 - MISSING ASSET
3370 - PM-MO-9761 - OK