

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Area VAULT

SITE AND BLDG #: 24024-356 358 358

LOCATION/RM #: _____ WO# _____ ASSET # _____

MECHANIC SIGNATURE: [Signature] DATE: 4/5/2015

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"/>		
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"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check alignment of dial ring with lock case; correct if necessary.	<input checked="" type="checkbox"/>		
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	<input checked="" type="checkbox"/>		ASSET 4 5817 - NO AREA VAULT
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"/>		NO OTHER REPAIRS
4	Look for any signs of malfunctioning or impending failure.	<input checked="" type="checkbox"/>		MISSING ASSET
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.	<input checked="" type="checkbox"/>		
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:

W.O. # ASSET 4

3304 - PM-AU-5764 - OK

3310 - PM-AU-9817 - MISSING ASSET

3370 - PM-AU-5761 - OK