

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Area VAULT DOOR

SITE AND BLDG #: K19116  
LOCATION/RM #: \_\_\_\_\_ WO# \_\_\_\_\_ ASSET # \_\_\_\_\_

MECHANIC SIGNATURE: [Signature] DATE: 8/24/2015  
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"/>	<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"/>	
10th PERFORMED AT EACH INSPECTION SERVICE				
1	Check alignment of dial ring with lock case; correct if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check mounting screws of dial ring and lock case; tighten them, using a thread locking compound.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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.O.# ASSGT #  
3251 - PK-AU-10761  
3252 - PK-AU-10762  
3253 - PK-AU-10763  
3254 - PK-AU-10782