

April checklist 2023

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VAULT DOOR

SITE AND BLDG #:	ny116	21547	10761	MECHANIC SIGNATURE:	Ramon V	4-17-2023
		21548	10762			DATE:
LOCATION/RM #:	WO#	21549	ASSET #	10763	START TIME:	FINISH TIME:
		21550		10882		

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.				
2	Review manufacturer's instructions.				
3	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.				
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.				
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 description of the deficiency.

1. A qualified locksmith with expertise in GSA locks is required.
2. Prior Coordination with the facility must occur prior to scheduled work. (See suggested coordination questions below)
 - a. Access to Arms room is accompanied. Someone with unaccompanied access MUST be present at all times during scheduled work.
 - b. Coordination AND approval from the Facility Coordinator or Physical Security Officer or PIN Custodian for combination change.

Additional Notes: