

SLS Security Group

Safe & Lock Services (NZ) Ltd



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ANNUAL PREVENTATIVE MAINTENANCE SERVICE REPORT

Client: *****
Type: Safeguard TK-40
Serial Number: 123456
Lock Description: LG Basic
Lock Date: 10/2008

Top Hinge; Inspect wear, lack of grease, damage, cracks or looseness. Note any swarf on the hinge block that would indicate the hinge has been running dry. When lubricating, wedge the door in the closed position to allow the grease to impact the bearing surfaces.

No visual problems.

Bottom Hinge; inspect for wear, lack of grease, damage, cracks or looseness. Lubricate with grease.

No problems visually identified

Door; Inspect for damage and binding. With the door closed, shim the bottom of the door to check for clearance. Ensure the door is not going to drop and bind prior to it's next recommended service interval.

Door closing well.

Body; Note any damage.

No visual damage

Back Sheet Locks; Inspect condition and operation. Note if unserviceable. Lubricate.

Good condition and operation

Bolt Work; Inspect for lack of grease, worn or loose parts. Clean and lubricate as is practical. Ensure action is smooth and adjust as necessary.

No problems under testing

Re Lockers;	Inspect for loose parts, broken or cracked rods or mechanisms that may result in premature activation of the re lockers. Adjust as necessary. Not Applicable
Combination Locks;	Remove, disassemble, clean and lubricate. Inspect for loose or worn components. No combination dial lock.
Digital Locks;	Check operation of both input pad and lock body. Lubricate as necessary Battery changed, no problems under testing
Key Locks;	Remove, disassemble, clean and lubricate. Inspect for loose or worn components. Not Applicable
Handle & Handle Mechanism;	Inspect for damage and looseness. Loktite all fixings. Handle assembly in good working order.
Internal Cupboards;	Inspect hinges, check action of locks and lubricate. Not Applicable
Deposit Drawers;	Check the operation of the lock mechanism. If the unit requires servicing, dismantle, clean and lubricate. Check bolt retainers are secure, loose components should be dismantled and checked. Apply Loktite and spring washers where appropriate and ensure connections are secure and the drawer operates correctly. Not Applicable
Deposit Traps;	Inspect the operation of the moving sections of the deposit service, clean and lubricate moving components and bearings. Ensure the unit operates in a smooth manner. Not Applicable
Other;	This covers any other mechanism not already described above, as described specifically within the "additional Comments" section of the safe service report specific to the safe in question. No additional comments