

Task Report Fire Safety

Description	Task No.	WO Type	Perform	Unit
MONTHLY PM FOR TASF AUTOMATIC DOOR	ATDR-M	FIRESFY	1	M
Annual PM for Backflow Preventers - Double Check Valve Assembly	BFP-DCV-AFS	FIRESFY	1	Y
Annual PM for Backflow Preventers - Reduced Pressure Principal Assembly	BFP-RPP-AFS	FIRESFY	1	Y
Annual PM for cleaning Paint Shop bake oven filters and reflectors, spri	CNBO-A	FIRESFY	1	Y
Monthly PM for Elevators	ELVTR-M	FIRESFY	1	M
Quarterly PM For Emergency Lighting	EMLT-Q	FIRESFY	3	M
Monthly PM for inspection/replacement of exit lights	EXITL-M	FIRESFY	1	M
Fire Alarm Testing - One Time Heat Detectors	FAT-1THD	FIRESFY	3	Y
Fire Alarm Testing - Elevator Detectors - year 0 & 5	FAT-ELEV-05	FIRESFY	5	Y
Fire Alarm Testing - Elevator Detectors - year 1 & 6	FAT-ELEV-16	FIRESFY	5	Y
Fire Alarm Testing - Elevator Detectors - year 2 & 7	FAT-ELEV-27	FIRESFY	5	Y
Fire Alarm Testing - Elevator Detectors - year 3 & 8	FAT-ELEV-38	FIRESFY	5	Y
Fire Alarm Testing - Elevator Detectors - year 4 & 9	FAT-ELEV-49	FIRESFY	5	Y
Fire Alarm Testing - Heat Detectors - year 0 & 5	FAT-HD05	FIRESFY	5	Y
Fire Alarm Testing - Heat Detectors - year 1 & 6	FAT-HD16	FIRESFY	5	Y
Fire Alarm Testing - Heat Detectors - year 2 & 7	FAT-HD27	FIRESFY	5	Y
Fire Alarm Testing - Heat Detectors - year 3 & 8	FAT-HD38	FIRESFY	5	Y
Fire Alarm Testing - Heat Detectors - year 4 & 9	FAT-HD49	FIRESFY	5	Y
Fire Alarm Testing - Smoke Detectors - year 0 & 5	FAT-SD05	FIRESFY	5	Y
Fire Alarm Testing - Smoke Detectors - year 1 & 6	FAT-SD16	FIRESFY	5	Y
Fire Alarm Testing - Smoke Detectors - year 2 & 7	FAT-SD27	FIRESFY	5	Y
Fire Alarm Testing - Smoke Detectors - year 3 & 8	FAT-SD38	FIRESFY	5	Y
Fire Alarm Testing - Smoke Detectors - year 4 & 9	FAT-SD49	FIRESFY	5	Y
Monthly PM for fire doors	FDCK-M	FIRESFY	1	M
Semi-annual PM for fire doors	FDCK-S	FIRESFY	6	M
Quarterly PM for fire department connections	FD-CONN-Q	FIRESFY	3	M
Annual inspection of fire dampers	FIREDAMP-R-A	FIRESFY	1	Y
Annual PM for flushing wall hydrants in Service Area & All Buildings	FSHYD-A	FIRESFY	1	Y
Quarterly PM for Marlock Power Supply	MARLOCKS-Q	FIRESFY	3	M
Quarterly PM for Marlock Power Supplies (TASF)	MARLOCKT-Q	FIRESFY	3	M
Semi-Annual Exterior Padlock Preventive Maintenance	PADLCK-S	FIRESFY	6	M
Annual check of spare sprinkler heads & wrenches	SPRNKPRTS-A	FIRESFY	1	Y
Monthly PM for Sprinkler System Control Valves	SSCV-M	FIRESFY	1	M
Quarterly PM for Sprinkler System Post Indicator Valves	SSPIV-Q	FIRESFY	3	M
Quarterly Test for Sprinkler System Riser Flow	SSRFT-Q	FIRESFY	3	M
Annual Test for Sprinkler System Zone Flow	SSZVF-A	FIRESFY	1	Y
Quarterly Test for Sprinkler System Zone Flow	SSZVF-Q	FIRESFY	3	M

Monthly PM for Sprinkler System Control Valves

Task No. SSCV-M	Request Date 6/26/2009
Tenant	Request Time 13:22:59
Assigned By 54516	Originator
Assigned To	Telephone No.
Scheduled Start Date 6/26/2009 00:00:00	Extension
Scheduled Finish Date 6/26/2009	WO Type FIRESFTY
Perform by Warranty No	Completion Date _____
Priority 1.00	Completion Time _____
Expense Class	

<u>Craft</u>	<u>Crew Size</u>	<u>Estimated Labor Hours</u>
ENV	1.00	

Equipment No.	Equipment Description	Location	Sub-location 1	Sub-location 2	Sub-location 3
SSCV	Sprinkler System Control Valves -				

Item No.	Equipment No.	Description	Qty Required	Date Used	Qty Used

List extra parts and comments here

Employee Code	Equipment No.	Work Date	First Name	Last Name	Regular Hours	Overtime Hours
23737		6-1-09	Brian	Bergman	3.0	

Safety Notes

Equipment No. SSCV

Task Instructions

AMV

 MTIs FOR SPRINKLER SYSTEM CONTROL VALVE (C.V.) INSPECTIONS - MONTHLY

Visually check each of the items listed below at each of the Sprinkler System Control Valve locations listed.

*****Technician conducting these inspections will have a radio*****

- [] 1. Valve is identified with signage indicating the system or portion of the system which it controls
- [✓] 2. Valve indicator shows the valve is in the open position
- [✓] 3. Tamper switch in good visual condition
- [✓] 4. Control valve is in good visual condition
- [✓] 5. Control valve is readily accessible
- [✓] 6. Check and record the water pressure at each of the main control valves and card at valve locations
- [✓] 7. gauges on wet pipe sprinkler systems shall be inspected monthly to ensure that they are in good condition and that normal water supply pressure is being maintained.

 building-floor (SB-sub-basement/B-basement/G-Ground/1-1st/2-2nd/3-3rd/4-4th/
 P-Penthouse) - type of C.V. (M-Main/Z-Zone/S-Special sub-zone) - valve number -location or room
 -- area serviced by valve

- [✓] 1. CWH-G-M-CM1-southeast corner of bldg--main valve for bldg. 80 PSI
- [✓] 2. CWH-G-M-CM2-southeast corner of bldg--main valve for bldg.
- [✓] 3. MMB-G-M-MM1-southeast corner of bldg--main valve for bldg. 85 PSI
- [✓] 4. MMB-G-M-MM2-southeast corner of bldg--main valve for bldg.
- [✓] 5. PAB-G-M-PM1-at middle of south wall--main valve for bldg. 85 PSI
- [✓] 6. PAB-G-M-PM1-at middle of south wall--main valve for bldg.
- [✓] 7. DEV-B-M-DM1-middle west wall of B4--main valve for bldg. 80 PSI
- [✓] 8. DEV-B-M-DM2-middle west wall of B4--main valve for bldg.
- [✓] 9. DEV-B-Z-DZ3-middle west wall of B4
- [✓] 10. DEV-B-S-DS4-above door on east wall of B3--freight elevator (lower)
- [✓] 11. DEV-1-Z-DZ5-room 103--east half of 1st floor Development
- [✓] 12. DEV-1-Z-DZ6-room 103--west half of 1st floor Development
- [✓] 13. DEV-1-S-DS7-room 157--passenger elevator
- [✓] 14. DEV-2-Z-DZ8-room 203--east half of 2nd floor Development
- [✓] 15. DEV-2-S-DS9-room 258--pasenger elevator
- [✓] 16. DEV-2-Z-DZ10-room 203--west half of 2nd floor Development
- [✓] 16.1 DEV-2-S-DS11-right outside freight elevator on 2nd flr--freight elevator (upper)
- [✓] 17. SPH-B-M-SM1-room B31(NE corner)--main valve for bldg. 80 PSI
- [✓] 18. SPH-B-M-SM2-room B31(NE corner)--main valve for bldg.
- [✓] 19. SPH-B-Z-SZ2-room B31(SE corner)--east half of basement Spedding
- [✓] 20. SPH-B-Z-SZ3-room B31(SE corner)--west half of basement Spedding
- [✓] 21. SPH-B-S-SS4-room B31(east of south door to transformer)--transformer vault
- [✓] 22. SPH-G-Z-SZ5-room 12--east half of ground floor Spedding
- [✓] 23. SPH-G-Z-SZ6-room 12--west half of ground floor Spedding
- [✓] 24. SPH-1-Z-SZ7-room 112--east half of first floor Spedding
- [✓] 25. SPH-1-Z-SZ8-room 112--west half of first floor Spedding
- [✓] 26. SPH-2-Z-SZ9-room 212--east half of second floor Spedding
- [✓] 27. SPH-2-Z-SZ10-room 212--west half of second floor Spedding
- [✓] 28. SPH-3-Z-SZ11-room 312--east half of third floor Spedding
- [✓] 29. SPH-3-Z-SZ12-room 312--west half of third floor Spedding
- ****FOLLOW CONFINED SPACE PROCEDURES TO INSPECT VALVE SS13****
- [✓] 30. SPH-3-S-SS13-above chase east of rm 338--small equip. roof penthouse
- [✓] 31. SPH-P-Z-SZ14-east of door to rm 401--Spedding penthouse
- [✓] 32. SPH-P-S-SS15-above door to elevator room in rm 401--elevator room
- [✓] 33. TASF-B-M-TM1-south side of Room B04--main valve for bldg. 75 PSI
- [✓] 34. TASF-B-M-TM2-south side of Room B04--main valve for bldg.
- [✓] 35. TASF-B-Z-TZ2-up above at middle of Room B04--basement
- [✓] 37. TASF-B-S-TS4-east of door to B03--elevator equipment room
- [✓] 39. TASF-G-Z-TZ5-room CG03--ground floor
- [✓] 40. TASF-1-Z-TZ6-room C103--1st floor
- [✓] 41. TASF-2-Z-TZ7-room C203--2nd floor
- [✓] 42. TASF-3-Z-TZ8-room C303--3rd floor
- [✓] 43. HWH-SB-M-WM1-room SB1B--main valve for bldg. 80 PSI
- [✓] 44. HWH-SB-M-WM2-room SB1B--main valve for bldg.

- [✓] 45. HWH-SB-Z-WZ2-room SB1B--subbasement area
- [✓] 46. HWH-B-Z-WZ3-north of elevator above ceiling--east half of basement
- [✓] 47. HWH-B-Z-WZ4-north of elevator above ceiling--west half of basement
- [✓] 48. HWH-1-Z-WZ5-north of elevator above ceiling--east half of 1st floor
- [✓] 49. HWH-1-Z-WZ6-north of elevator above ceiling--west half of 1st floor
- [✓] 50. HWH-2-Z-WZ7-north of elevator above ceiling--east half of 2nd floor
- [✓] 51. HWH-2-Z-WZ8-north of elevator above ceiling--west half of 2nd floor
- [✓] 52. HWH-3-Z-WZ9-north of elevator above ceiling--east half of 3rd floor
- [✓] 53. HWH-3-Z-WZ10-north of elevator above ceiling--west half of 3rd floor
- [✓] 54. HWH-3-S-WS11-west of room 335 door (off west zone)--equip. penthouse
- [✓] 55. HWH-P-Z-WZ12-north of elevator above ceiling--all of penthouse
- [✓] 56. HWH-P-S-WS13-north of elevator above ceiling--elevator equip room
- [✓] 57. HWH-B-S-WS14-room 29 above elevator equipment room door
- [✓] 58. RSF-G-M-RM1-southeast corner of bldg.--main valve for bldg. 70 PSI
- [✓] 59. RSF-G-M-RM2-southeast corner of bldg.--main valve for bldg.

Quarterly Test for Sprinkler System Riser Flow

Task No. SSRFT-Q	Request Date 4/30/2009
Tenant	Request Time 08:50:22
Assigned By 54516	Originator
Assigned To	Telephone No.
Scheduled Start Date 4/30/2009 00:00:00	Extension
Scheduled Finish Date 4/30/2009	WO Type FIRESFTY
Perform by Warranty No	Completion Date _____
Priority 1.00	Completion Time _____
Expense Class	

<u>Craft</u>	<u>Crew Size</u>	<u>Estimated Labor Hours</u>
ENV	1.00	

Equipment No.	Equipment Description	Location	Sub-location 1	Sub-location 2	Sub-location 3
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SSCV	Sprinkler System Control Valves -	-	-	-	-
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Item No.	Equipment No.	Description	Qty Required	Date Used	Qty Used
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List extra parts and comments here

Employee Code	Equipment No.	Work Date	First Name	Last Name	Regular Hours	Overtime Hours
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56111		5-1-09	Ross	Van Narel	2.0	

Safety Notes

Equipment No. SSCV

Task Instructions

 PMTIs FOR SPRINKLER SYSTEM RISER FLOW TEST - QUARTERLY

 At the locations listed below perform the following test:

*****Technician conducting this test will need to have a radio*****

- [] 1. Record the pressure of the gauge on the supply side of the main control valve below. (This is the static water supply pressure)
- [] 2. Operate the main control valve on the supply side of the backflow preventer through its full range and return it to the normal open position.
- [] 3. Call the guard desk to verify that the monitoring system indicated that the valve had been moved off its open position.
- [] 4. Operate the main control valve on the sprinkler system side of the backflow preventer through its full range and return it to the normal open position.
- [] 5. Call the guard desk to verify that the monitoring system indicated that the valve had been moved off its open position.

 NOTIFY THE GUARD DESK BY RADIO OF YOUR LOCATION AND THAT
 YOU WILL BE OPENING THE MAIN DRAIN AS A PART OF THE MAIN RISER FLOW TEST.
 NOTIFY GUARD DESK TO TURN ON BY-PASS FOR BUILDING.

- [] 6. Open the 2-inch main drain fully; after the flow has stabilized, note and record the pressure on the gauge again below. (This is the residual water supply pressure.)
- [] 7. Compare this pressure with previous recorded static water supply pressures on the record sheet. Subtract the smaller recorded residual pressure from the larger static pressure and then divide that difference by the larger of the two pressures. Is the result of this calculation greater than 0.1? A pressure loss of more than .1 or 10% may indicate something is wrong with the water supply - such as a closed valve or blocked pipe.
- [] 8. Close the 2-inch main drain.

 NOTIFY GUARD DESK TO TURN OFF BY-PASS FOR BUILDING WHEN COMPLETED

 building-floor (SB-sub-basement/B-basement/G-Ground/1-1st/2-2nd/3-3rd/4-4th/
 P-Penthouse) - type of C.V. (M-Main/Z-Zone/S-Special sub-zone) - valve number
 -location or room -- area serviced by valve

- [] 1. CWH-G-M-CM1 & CM2-southeast corner of bldg--main valve for bldg.
 88 psi(stc) 30 psi(res) flow indicated tamper switches worked
- [] 2. MMB-G-M-MM1 & MM2-southeast corner of bldg--main valve for bldg.
 88 psi(stc) 20 psi(res) flow indicated tamper switches worked
- [] 3. PAB-G-M-PM1 & PM2-at middle of south wall--main valve for bldg.
 115 psi(stc) 35 psi(res) flow indicated tamper switches worked
- [] 4. DEV-B-M-DM1 & DM2-middle west wall of B4--main valve for bldg.
 80 psi(stc) 55 psi(res) flow indicated tamper switches worked
- [] 5. SPH-B-M-SM1 & SM2-room B31(NE corner)--main valve for bldg.
 88 psi(stc) 65 psi(res) flow indicated tamper switches worked

****TASF-TURN OFF BREAKER 11 IN BASEMENT EB PANEL BEFORE FLOW TEST****

- [] 6. TASF-B-M-TM1 & TM2-south side of Room B04--main valve for bldg.
 80 psi(static) flow indicated 60 psi(residual)
 tamper switches worked

****TASF-TURN ON BREAKER 11 IN BASEMENT EB PANEL AFTER FLOW TEST****

- [] 7. HWH-SB-M-WM1 & WM2-room SB1B--main valve for bldg.

60 psi(stc) 55 psi(res) flow indicated tamper switches worked

[] 8. RSF-G-M-RM1 & RM2-southeast corner of bldg.--main valve for bldg.

60 psi(stc) 55 psi(res) flow indicated tamper switches worked

Annual Test for Sprinkler System Zone Flow

Task No. SSZVF-A	Request Date 4/30/2009
Tenant	Request Time 08:50:22
Assigned By 54516	Originator
Assigned To	Telephone No.
Scheduled Start Date 4/30/2009 00:00:00	Extension
Scheduled Finish Date 4/30/2009	WO Type FIRESFTY
Perform by Warranty No	Completion Date _____
Priority 1.00	Completion Time _____
Expense Class	

<u>Craft</u>	<u>Crew Size</u>	<u>Estimated Labor Hours</u>
ENV	1.00	

Equipment No.	Equipment Description	Location	Sub-location 1	Sub-location 2	Sub-location 3
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SSCV Sprinkler System Control Valves - - - -

Item No.	Equipment No.	Description	Qty Required	Date Used	Qty Used
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List extra parts and comments here

Employee Code	Equipment No.	Work Date	First Name	Last Name	Regular Hours	Overtime Hours
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56111 5-1-09 Ross Van Nabe 5.0

Safety Notes

Equipment No. SSCV

Task Instructions

PMTIs FOR SPRINKLER SYSTEM ZONE CONTROL VALVE FLOW TEST - ANNUALLY

At the locations listed below perform the following test:

*****Maintenance technician conducting this test will need to have a radio*****

1. Call guard desk with location to be tested.
2. Turn fire protection by-pass on for building being tested.
3. Open zone drain.
4. Close and open zone valve.
5. Notify gaurd desk to call if the did NOT receive a tamper alarm.
6. Wait for gaurd desk to call with the zone and mainflow alarms.
7. Close zone drain.
8. Notify guard desk to turn fire protection by-pass off.

building-floor (SB-sub-basement/B-basement/G-Ground/1-1st/2-2nd/3-3rd/4-4th/
P-Penthouse) - type of C.V. (M-Main/Z-Zone/S-Special sub-zone) - valve number
-location or room -- area serviced by valve

- [] 1. DEV-B-Z-DZB-room B04--west wall basement
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 2. DEV-1-Z-DZ3-room 103--east half of 1st floor Development
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 3. DEV-1-Z-DZ4-room 103--west half of 1st floor Development
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 4. DEV-2-Z-DZ6-room 203--east half of 2nd floor Development
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 5. DEV-2-Z-DZ7-room 203--west half of 2nd floor Development
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 6. SPH-B-Z-SZ2-room B31(SE corner)--east half of basement
Spedding flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 7. SPH-B-Z-SZ3-room B31(SE corner)--west half of basement
Spedding flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 8. SPH-G-Z-SZ5-room 12--east half of ground floor Spedding flow
indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 9. SPH-G-Z-SZ6-room 12--west half of ground floor Spedding
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 10. SPH-1-Z-SZ7-room 112--east half of 1st floor Spedding
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 11. SPH-1-Z-SZ8-room 112--west half of 1st floor Spedding
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 12. SPH-2-Z-SZ9-room 212--east half of 2nd floor Spedding
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 13. SPH-2-Z-SZ10-room 212--west half of 2nd floor Spedding
flow indicated at: site glass guard desk monitor,
 zone control valve operated tamper switch worked
- [] 14. SPH-3-Z-SZ11-room 312--east half of 3rd floor Spedding
flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked

*no main / sm drip
drain pipe
East zone*

- [] 15. SPH-3-Z-SZ12-room 312--west half of 3r floor Spedding
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 16. SPH-P-Z-SZ14-east of door to rm 401--Spedding penthouse
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked

****TASF-TURN OFF BREAKER 11 IN BASEMENT EB PANEL BEFORE FLOW TEST****

- [] 17. TASF-B-Z-TZ2-up above at middle of Room B04--basement
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 18. TASF-G-Z-TZ5-room CG03--ground floor
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 19. TASF-1-Z-TZ6-room C103--1st floor
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 20. TASF-2-Z-TZ7-room C203--2nd floor
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 21. TASF-3-Z-TZ8-room C303--3rd floor
 flow indicated at: site glass guard desk monitor

*****TASF-TURN ON BREAKER 11 IN BASEMENT EB PANEL AFTER FLOW TEST*****

- zone control valve operated tamper switch worked
- [] 22. HWH-SB-Z-Z-WZ1-upper level of subbasement
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked

- [] 23. HWH-B-Z-WZ3-north of elevator above ceiling--east half of
 basement flow indicated at: site glass guard
 desk monitor zone control valve operated tamper
 switch worked
- [] 24. HWH-B-Z-WZ4-north of elevator above ceiling--west half of
 basement flow indicated at: site glass guard
 desk monitor zone control valve operated tamper
 switch worked
- [] 25. HWH-1-Z-WZ5-north of elevator above ceiling--east half of 1st
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked
- [] 26. HWH-1-Z-WZ6-north of elevator above ceiling--west half of 1st
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked
- [] 27. HWH-2-Z-WZ7-north of elevator above ceiling--east half of 2nd
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked
- [] 28. HWH-2-Z-WZ8-north of elevator above ceiling--west half of 2nd
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked
- [] 29. HWH-3-Z-WZ9-north of elevator above ceiling--east half of 3rd
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked

- [] 30. HWH-3-Z-WZ10-north of elevator above ceiling--west half of 3rd
 floor flow indicated at: site glass guard desk
 monitor zone control valve operated tamper switch
 worked
- [] 31. HWH-P-Z-WZ12-north of elevator above ceiling--all of penthouse
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked

- [] 32. PAB-1-2-PZ1-east wall of room 104 flow indicated at:
 site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 33. MMB-1-MZ-MZ1-north west corner of building
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 34. CWH-1C-CZ1-north west corner of building
 flow indicated at: site glass guard desk monitor
 zone control valve operated tamper switch worked
- [] 35. RSF1-RZ1-north wall womens restroom
 flow indicated at: site glass guard desk monitor

hlwtt
main Replaced
before test, because
of false alarms
at night
4/29/09

no main

no main

✓ zone control valve operated WJ tamper switch worked