

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOOR KEYPAD / CARD READER**

**SITE AND BLDG #:** NY128 - 02 Motor Pool

**MECHANIC**  
**SIGNATURE:** *Christopher N Pothier* **DATE:** 8 - 3 - 20

**LOCATION/RM #:** Exterior **WO#** 9612 **ASSET #** 10895

**START TIME:** **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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 to.	X		
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.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation .	X		
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	X		
3	Inspect and test the operation of device.-Observe unit in use	X		
4	Ensure proper protection of all visible wiring and conduits	X		
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs .Notate in note Column	X		

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:** There is a work order in to replace all security devices including the door pads, it will be done in the fall.