

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

**SITE AND BLDG #:** **White Plains MD066**

**MECHANIC  
SIGNATURE:**



**DATE:** **7/9/21**

**LOCATION/RM #:** **exterior** **WO#** **14506** **ASSET #** **331-337**

**START TIME:** **9:30**

**FINISH TIME:** **9:55**

**338+339**

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

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**