

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

**SITE AND BLDG #:** **Alexandria VA002**

**MECHANIC  
SIGNATURE:**

**DATE:** **1/6/22**

**LOCATION/RM #:** **Bldg 1** **WO#** **15895** **ASSET #****2233+2234** **START TIME:** **8:20** **FINISH TIME:** **8:45**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
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.	✓			
<b>SPECIAL INSTRUCTIONS</b>					
1	If applicable, test the controls for communications to the monitoring center. 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) 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**