

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

**SITE AND BLDG #:** Up 258      **LOCATION/RM #:** W0# 9177      **MECHANIC SIGNATURE:** John Clemons      **DATE:** 7-7-2022  
**ASSET #:** 10030      **START TIME:**      **FINISH TIME:**

ITEM #	DESCRIPTION	LAST COMPLETED		NOTES / ACTIONS
		WKS	YRS	
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.			07-05-2022 CLEARED NO FURTHER ACTION
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.			

  

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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				
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. Note 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:**