

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

SITE AND BLDG #: WY020 - 209      MECHANIC SIGNATURE: R. L. Lawrence      DATE: 7/8/2020

ITEM	DESCRIPTION	WORK COMPLETED		NOTES/ACTIONS
		YES	NO	
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.			DETAILED CHECKLIST PROVIDED IN NOTES
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.			
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 .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:

ASSET #

W-209

BDC 208 - PA - SA - 9694 - 9220 -

BDC 208 - PA - SA - 9695 - 9267 -