

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: WY 024 - 356 MECHANIC SIGNATURE: [Signature] DATE: 7/8/2023  
LOCATION/RM #: \_\_\_\_\_ WO# \_\_\_\_\_ ASSET # \_\_\_\_\_ START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

ITEM NO.	EQUIPMENT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	clear keypad 10/25/23
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down		<input checked="" type="checkbox"/>	<input type="checkbox"/>	keypad ok
3	Inspect and test the operation of device. -Observe unit in use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Ensure proper protection of all visible wiring and conduits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:

ASSIGNED  
PH - SA - 9762 - 9263  
PH - SA - 9763 - 9264  
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