

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: Hy 024-358
LOCATION/RM #: _____ WO# _____ ASSET # _____

MECHANIC SIGNATURE: Bill Lane DATE: 7/9/2008
START TIME: _____ FINISH TIME: _____

ITEM #	DESCRIPTION	TASK COMPLETE		NOTES/REMARKS
		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 no stick
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 . Note 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:

ASSET #
PM-SA-9816
WO #
9269