

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

SITE AND BLDG #: DE007 B-4

MECHANIC  
SIGNATURE:

DATE: 07/07/22

LOCATION/RM #: WO# 18318 ASSET # OY4-166-169

START TIME: 0900

FINISH TIME: 1630

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                                                                                                                        | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                                                                                                               | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                                                                                                               |               |    |                                                                         |
| 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.                                                                                                                   | /             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                                                               |               |    |                                                                         |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**