

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

**SITE AND BLDG #:** NY023-123

**MECHANIC**  
**SIGNATURE:** *Deen Rowe*

**DATE:** 7/6/22

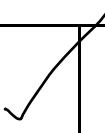
**LOCATION/RM #:** *Entrance Building 123*

**START TIME:** *8am*

**FINISH TIME:** *830am*

| Site Location | WO #  | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description          | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|----------------------------|----------------|
| NY023-123     | 18148 | 9383    | PM-SA-9383 |              |              |          | J-54 1-pc Key Card Scanner |                |
|               |       |         |            |              |              |          |                            |                |
|               |       |         |            |              |              |          |                            |                |

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