

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## SECURITY SYSTEM

SITE AND BLDG #: NY023-124

MECHANIC  
SIGNATURE:

*Deen Pone*

DATE: 2/5/20

LOCATION/RM #: Auto Access outside Building

START TIME: 12:30 AM

FINISH TIME: 11 AM

| Site Location | WO # | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description             | Asset Location |
|---------------|------|---------|------------|--------------|--------------|----------|-------------------------------|----------------|
| NY023-124     | 7249 | 9402    | PM-SA-9402 |              |              |          | J-53 1-pc Auto Access Control |                |
|               |      |         |            |              |              |          |                               |                |
|               |      |         |            |              |              |          |                               |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
|  |  | YES           | NO |   |
| SPECIAL INSTRUCTIONS                       |  |               |    |   |
| 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  | Always follow lock out/tag out procedures . De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                           | ✓             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |               |    |   |
| 1  | Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.  | ✓             |    |   |
| 2  | Inspect and test the operation of all detection devices  | ✓             |    |   |
| 3  | Check power supplies   | ✓             |    |   |
| 4  | Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)                           | ✓             |    |   |

|   |   |   |  |  |
|---|---|---|--|--|
| 5 | Test the batteries on remotes and wireless sensors<br>inspection of all visible wiring and conduits | ✓ |  |  |
|---|---|---|--|--|

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:**

