

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

**SITE AND BLDG #: NY023-206**

**MECHANIC  
SIGNATURE:**

*Tim*

**DATE:**

*1/8/19*

**LOCATION/RM #:**

**START TIME:**

*1:00 PM*

**FINISH TIME:**

*1:30 PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	1969	9531	<i>Linear Access</i>				J-54 1-pc Key Card Scanner	<i>Front Entrance</i>
NY023-206	1970	9532					J-54 1-pc Phone Call Box	<i>Front Entrance</i>
NY023-206	1971	9533					J-54 1-pc Key Punch Pad	<i>Back Entrance</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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	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			
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			
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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:**

