

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

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

**MECHANIC  
SIGNATURE:**

DEEN ROWE

**DATE:** 1/13/21

**LOCATION/RM #:** In front of Entrance / Exit

**START TIME:** 8Am

**FINISH TIME:** 11Am

| Site Location | WO #  | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description          | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|----------------------------|----------------|
| NY023-206     | 11408 | 9531    | PM-SA-9531 |              |              |          | J-54 1-pc Key Card Scanner |                |
| NY023-206     | 11409 | 9532    | PM-SA-9532 |              |              |          | J-54 1-pc Phone Call Box   |                |
| NY023-206     | 11410 | 9533    | PM-SA-9533 |              |              |          | J-54 1-pc Key Punch Pad    |                |

| 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                                          | 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)<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:**

\*CM- Asset # 9532 phone is Not Working.

