

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: NY023-206

**MECHANIC
SIGNATURE:**

Deen Rowe

DATE:

2/17/21

LOCATION/RM #: *ENTRANCE*

START TIME: *3pm*

FINISH TIME: *3:15pm*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|----------------------------|----------------|
| NY023-206 | 15823 | 9531 | PM-SA-9531 | | | | J-54 1-pc Key Card Scanner | |
| NY023-206 | 15824 | 9532 | PM-SA-9532 | | | | J-54 1-pc Phone Call Box | |
| NY023-206 | 15825 | 9533 | PM-SA-9533 | | | | J-54 1-pc Key Punch Pad | |

| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|--|---|--|--|
| 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 | ✓ | | |

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:**

* Asset # 9532 does not work.

