

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**SECURITY SYSTEM**

SITE AND BLDG #: NY023-319

LOCATION/RM #: **OUTSIDE**MECHANIC  
SIGNATURE:*Mike Wolf*

DATE

2/1/2019

START TIME: **10:30 am**FINISH TIME: **11:00 am**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	2465	9552					J-53 1-pc Auto Access Control	

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	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	✓				
	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:**

