

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

SITE AND BLDG #: NY058-02

MECHANIC

SIGNATURE: Deed Rowe

DATE: 2/24/22

LOCATION/RM #: Entrance / Bldg. 02

START TIME: 3pm

FINISH TIME: 330pm

| Site Location | WO #  | Asset # | PM #        | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|-------|---------|-------------|--------------|--------------|----------|-------------------|----------------|
| NY058-02      | 15763 | 10201   | PM-SA-10201 |              |              |          | J-54 1-pc Key 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. | <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> |   |
| 2  | Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 3  | Inspect and test the operation of device. -Observe unit in use   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| 4  | Ensure proper protection of all visible wiring and conduits  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |

|   |  |   |  |  |
|---|--|---|--|--|
| 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:**

