

**REVIEWED**

By Brian at 2:07 pm, Jan 15, 2019

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

SITE AND BLDG #: VA048-01

MECHANIC  
SIGNATURE: *TL*DATE: *1/14/19*LOCATION/RM #: *2nd floor*START TIME: *9 AM*FINISH TIME: *10 AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA048-01	7134	2307	PM-SA-2305				J-1502000-53 1-pc Auto Access Control	<i>Front GATE</i>
VA048-01	7134	2308	PM-SA-2305				J-1502000-54 2-pc Key Pad Airphone	<i>Front GATE Front Door</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.			checked keys
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			observed 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:**

