

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER /ACCESS CONTROL

SITE AND BLDG #: VA048-01

**MECHANIC
SIGNATURE:** *Ray*

DATE: 7/26/19

LOCATION/RM #:

START TIME: 1:00 PM

FINISH TIME: 2:00 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA048-01	9563	2307					J-1502000-53 1-pc Auto Access Control	
VA048-01	9563	2308					J-1502000-54 2-pc Keypad Airphone	

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.		✓	<i>Not needed.</i>	
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.	✓		<i>No issues found with keypad.</i>	
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	✓		<i>Cleaned pads.</i>	
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	<input checked="" type="checkbox"/>		
---	--	-------------------------------------	--	--

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:**

