

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: White Plains MD066

**MECHANIC
SIGNATURE:**



DATE: 7/21/20

LOCATION/RM #: exterior wo# 12340. **ASSET #** 331-337

START TIME: 10:30.

FINISH TIME: 11:15

CHECK POINT		CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X			
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 .	X			
2	Check power supplies.Clean keys and pad with a quick dry electrical cleaner .Wipe unit down	X			
3	Inspect and test the operation of device.-Observe unit in use by customer	X			
4	Ensure proper protection of all visible wiring and conduits	X			
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	X			

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: