

**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 #** 138&139

**START TIME:** 11:20

**FINISH TIME:** 11:45

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	neither unit is functioning. information sent over for corrective WO to be created.	
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:**

this PM checklist is for the security access phones.