

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: VA050

**MECHANIC
SIGNATURE:** *Richard Walker*

DATE:

LOCATION/RM #: *Main entrance* **WO#** 13387, 13393 **ASSET #** 2354, 2355, 3Y025 **START TIME:** 9am **FINISH TIME:** 4pm

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.	✓		
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 .	✓		
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 by customer	✓		
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	✓		

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: VA050			MECHANIC SIGNATURE: <i>Rich Walker</i>		DATE:
LOCATION/RM #: <i>Kitchen</i> WO# 13387 ASSET # 2356			START TIME: <i>9am</i>		FINISH TIME: <i>4pm</i>
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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check with door operating personnel for any known deficiencies.	✓			
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓			
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓			
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓			
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓			
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓			
7	If applicable, inspect gear box, change or add oil as required.	✓		<i>Greased</i>	
8	Perform required lubrication. Remove old or excess lubricant.	✓			
9	Clean unit and mechanism thoroughly.	✓			
10	Clean up and remove all debris.	✓			

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To be performed by: General Maintenance Worker

Additional Notes: