

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## SECURITY SYSTEM

**SITE AND BLDG #: WV031-01**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-01	9710	6385					J-1502000-18 1-pc ALPHONE	
WV031-01	9710	6389					J-1502000-18 1-pc Burglar Alarm - Exterior Control Box	
WV031-01	9710	6454					J-1502000-18 1-pc Vault Security	
WV031-01	9710	6473					J-1502000-18 2-pc Monitor	
WV031-01	9710	6489					J-1502000-18 3-pc ALPHONE	

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	Always follow lock out/tag out procedures . De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Test the control panels for communications to the monitoring center, sirens, tampers, cameras, and strobe lights.			
2	Inspect and test the operation of all detection devices			
3	Check power supplies			

4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)			
5	Test the batteries on remotes and wireless sensors inspection of all visible wiring and conduits			

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:**

SECURITY PM'S TO BE PERFORMED  
BY SUB CONTRACTOR