

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

checklist

SITE AND BLDG #: Ny024 MECHANIC SIGNATURE: [Signature] DATE: Jan-4-19

LOCATION/RM #: _____ WO# _____ ASSET # _____ START TIME: 8:00:am FINISH TIME: 10:40am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETELY CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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.	☒		
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	☒		<i>CLFBR</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. Note in note Column	☒		<i>ok</i>

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:

work#
1974 PM-SA-9694 BUDG - 208-205-356-358 1978 PM-SA-9762 1984-PM-SA-9616
1975 PM-SA-9695 1979 PM-SA 9763 9816-PM-SA-9816
1977 PM-SA-9699
ASSET # 9699 BUDG 209 - NO keypad USI-cold storage room