

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: 44024-202 **MECHANIC SIGNATURE:** M. Wallace **DATE:** 7/17/15

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

PROCEDURE	5) DEFICIENCY DESCRIPTION	PERFORMED	NOTES / ACTIONS
		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.	✓	
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.	✓	CLEAN KEY PAD & WIRE
3	Inspect and test the operation of device. Observe unit in use.	✓	YES - OK
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:

Assent 4 - M. Wallace
PK-54-5694 - 4680
PK-54-5695 - 4681