

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOOR KEYPAD / CARD READER**

SITE AND BLDG #: **HY024-200**      LOCATION/RM #: **WO# 4683 ASSET # 9699**

MECHANIC SIGNATURE: **Johnstone**      DATE: **7/11/19**

START TIME:

FINISH TIME:

ITEM	DESCRIPTION	INSTRUCTIONS	ANSWER	NOTES / CED
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		✓	
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 .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.

**Additional Notes:**

**NO SERVICE - NO CARD SCANNER**