

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: KY024-205 MECHANIC SIGNATURE: [Signature] DATE: 7/1/19
LOCATION/RM #: WO# 4683 ASSET # 9659 START TIME: FINISH TIME:

| CHECK POINT | CHECK/DESCRIPTION | PASS/COMPLETE | | NOTES/ACTIONS (DETAILS OF DEFICIENCY CHECKED AND 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 1 | If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Inspect and test the operation of device. -Observe unit in use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 | Ensure proper protection of all visible wiring and conduits | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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

ASSET 9659 - NO CALL SCANNED