

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: Hy 024-356

LOCATION/RM #: \_\_\_\_\_ WO# \_\_\_\_\_ ASSET # \_\_\_\_\_

MECHANIC SIGNATURE: Mullane DATE: 7/9/15

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECK/DESCRIPTION	REASON FOR DEFECT	YES		NO	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.		<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"/>		Clean key card
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down		<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 hour/ug.
3	Inspect and test the operation of device. -Observe unit in use		<input checked="" type="checkbox"/>	<input type="checkbox"/>		key card scanner ok
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. Notate 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 # - 4404

PM-SA-5672-4684  
PM-SA-5673-4685