

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: WFO 050 **MECHANIC SIGNATURE:** M. Alvarez **DATE:** 7/19/15
LOCATION/RM #: WO# 4588 **ASSET #** 10030 **START TIME:**
FINISH TIME:

| STEPS | DESCRIPTION | RECOMMENDED | NOTES / ACTIONS |
|-------|---|-------------------------------------|---|
| 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"/> | Check capability is the correct procedure |
| 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"/> | |
| 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"/> | Check key pad |
| 2 | Check power supplies.Clean keys and pad with a quick dry electrical cleaner | <input checked="" type="checkbox"/> | |
| 3 | Wipe unit down | <input checked="" type="checkbox"/> | |
| 4 | Inspect and test the operation of device.-Observe unit in use | <input checked="" type="checkbox"/> | Test key pad working |
| 5 | Ensure proper protection of all visible wiring and conduits | <input checked="" type="checkbox"/> | |
| | 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"/> | |

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: