PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
DOOR KEYPAD / CARD READER

SITE AND BLDG #: _44116_

LOCATION/RM #: _____ WO# _4636_ ASSET # _10760_ START TIME: _____

MECHANIC SIGNATURE: _[signature]_ DATE: _7/26/19_ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED YES	NO	NOTES/ACTIONS (TASK COMPLETED/ IS CHECKING NO, PROVIDE EXPLANATION)
	RECOMMENDED SAFETY PROCEDURES				
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.	✓			
	RECOMMENDED PREVENTIVE MAINTENANCE SERVICE				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	✓			key card work ok
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	✓			clean key card + housing
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 discription of the deficiency.
To be performed by: General Maintenance Worker.
Additional Notes: