

# July checklist 2021

CMI Management Inc.

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOOR KEYPAD / CARD READER

SITE AND BLDG #: **ny116-01**








MECHANIC  
SIGNATURE: **Ramon V**

DATE: **7-12-2021**

LOCATION/RM #: **WO# 13869** ASSET # **10760**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE  |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|--|----|---|
|  |   | YES  | NO |   |
| SPECIAL INSTRUCTIONS                       |   |  |    |   |
| 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.  |    |    | clean keypad and- housing   |
| 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.   |    |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |  |    |   |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**