



Access Control System Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Inspect door closers, alignment, and strike plates for wear and correct operation

Functional Checks

- ☐ Test each reader responds to a valid credential and rejects an invalid one
- ☐ Verify locks engage and release cleanly, without binding or excess noise
- ☐ Confirm fail-safe and fail-secure behaviour matches the door's documented design
- ☐ Check controller batteries and standby power, and test operation on mains failure
- ☐ Verify door-held-open and forced-door alarms report correctly to the platform
- ☐ Confirm time zones, access schedules, and anti-passback settings remain correct

Safety Checks

- ☐ Test the fire alarm interface — confirm escape route doors release on alarm
- ☐ Check request-to-exit devices and green break-glass units on every controlled escape door
- ☐ Confirm free mechanical egress is achievable without a credential on escape routes
- ☐ Review credential database and revoke access for leavers and expired contractors

Record Keeping

- ☐ Record firmware versions, test results, and any doors left on override

Maintenance Frequency

Monthly

- Review credential database for leavers
- Check for doors left on permanent override

Quarterly

- Test fire alarm interface and escape door release
- Check break-glass and request-to-exit devices
- Verify standby power

Annually

- Full door-by-door test of readers and locks
- Door hardware and closer inspection
- Access rights and schedule audit
- Firmware review