

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### GATES

**SITE AND BLDG #:** **Albany 001**

**MECHANIC  
SIGNATURE:** 










**DATE:** **12/1/2021**

**LOCATION/RM #:** **grounds**  **WO#**

**ASSET #** 

**START TIME:** **1130**

**FINISH TIME:** **1300**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
2	Notify affected personnel before performing PM			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.			
2	Check all locking devices. Lubricate as required.			
3	Inspect gate support rollers and track, lubricate and clean as required.			
4	Check bolts, fasteners, and mounting hardware. Tighten as necessary.			
5	Check for any obstructions that prevent full swing or movement of the gate.			
6	Check that shrubs and trees are pruned clear of gate.			
7	Check hold open devices for proper operation. Lubricate as required.			
8	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.			
9	If applicable, inspect hydraulic driveline (hoses, fittings, and gauges) for signs of leakage.			
10	If applicable, inspect limit switches for proper operation. Adjust as needed.			
11	If applicable, inspect photoeyes for proper operation and any signs of damage.			
12	If applicable, have site personnel operate gate with CAC Card insuring proper operation.			
13	If applicable, clean control cabinet, ensuring free from debris and insects.			

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:**