

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: *Pr 651 - 51*  
 LOCATION: *116 W 14 9863 Pased 14 85012*

MECHANIC SIGNATURE: *John* DATE: *2/16/19*  
 START TIME: *1020* FINISH TIME: *1025*

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK (COMPLETE)		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
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.				
2	Review manufacturer's instructions.				
3	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	Check with door operating personnel for any known deficiencies.				
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.				
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.				
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.				
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.				
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.				
7	If applicable, inspect gear box, change or add oil as required.				
8	Perform required lubrication. Remove old or excess lubricant.				
9	Clean unit and mechanism thoroughly. Touch up paint where required.				
10	Clean up and remove all debris.				

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))  
 Additional Notes:

*3x3*

*Rolling Free Shutter*

*134*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #:

LOCATION: 122 W 61 9863 ASSET # 883

MECHANIC  
SIGNATURE:

DATE: 7/16/19

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.		/	
2	Review manufacturer's instructions.		/	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with door operating personnel for any known deficiencies.		/	
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.		/	
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.			N/A
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.			N/A
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.		/	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.			N/A
7	If applicable, inspect gear box, change or add oil as required.		/	
8	Perform required lubrication. Remove old or excess lubricant.			
9	Clean unit and mechanism thoroughly. Touch up paint where required.		/	
10	Clean up and remove all debris.		/	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

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**Additional Notes:**

3 x 3

Rolling Fire Shutter

JK

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #:

PA 051-01

MECHANIC  
SIGNATURE:

DATE:

26.6.13

LOCATION: 133 100W 9863 ASSET # 8014

START TIME:

1030

FINISH TIME:

1090

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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.			
2	Review manufacturer's instructions.			
3	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	Check with door operating personnel for any known deficiencies.			
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.			
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.			
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.			NP NP
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.			
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.			
7	If applicable, inspect gear box, change or add oil as required.			NP
8	Perform required lubrication. Remove old or excess lubricant.			
9	Clean unit and mechanism thoroughly. Touch up paint where required.			
10	Clean up and remove all debris.			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

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Additional Notes:

3X3

Rolling Fire Shutter

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: *Pr 051 -61*LOCATION: *141 W 19863 18020*MECHANIC  
SIGNATURE: *John B. Thompson*DATE: *7/16/10*START TIME: *1040*FINISH TIME: *1050*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED (YES) <input type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (If task complete is checked no provide explanation)
			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
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.		<input checked="" type="checkbox"/>		
2	Review manufacturer's instructions.		<input checked="" type="checkbox"/>		
3	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"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Check with door operating personnel for any known deficiencies.		<input checked="" type="checkbox"/>		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.		<input checked="" type="checkbox"/>		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		<input checked="" type="checkbox"/>		
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		<input checked="" type="checkbox"/>		
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.		<input checked="" type="checkbox"/>		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		<input checked="" type="checkbox"/>		
7	If applicable, inspect gear box, change or add oil as required.		<input checked="" type="checkbox"/>		
8	Perform required lubrication. Remove old or excess lubricant.		<input checked="" type="checkbox"/>		
9	Clean unit and mechanism thoroughly. Touch up paint where required.		<input checked="" type="checkbox"/>		
10	Clean up and remove all debris.		<input checked="" type="checkbox"/>		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

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3x3

Rolling Fire Shutter

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: PA 051 - C  
 LOCATION: 111 W 9863 Asset H 8016

MECHANIC SIGNATURE: John DATE: 7/14/10  
 START TIME: 1030 FINISH TIME: 1035

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
			YES	NO	
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.				
2	Review manufacturer's instructions.				
3	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	Check with door operating personnel for any known deficiencies.				
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.				
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.				
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.				
	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.				
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.				
7	If applicable, inspect gear box, change or add oil as required.				
8	Perform required lubrication. Remove old or excess lubricant.				
9	Clean unit and mechanism thoroughly. Touch up paint where required.				
10	Clean up and remove all debris.				

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

**Additional Notes:**

3 X 5

Rolling File Shutter

AB

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

SITE AND BLDG #: *Pp 051 -01*LOCATION/RM #: *M5P WO# 9863 ASSET # 7520*MECHANIC  
SIGNATURE: *[Signature]*DATE: *7/16/19*START TIME: *0800*FINISH TIME: *0810*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
	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.		<input checked="" type="checkbox"/>	
	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"/>	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>GATES</b>				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.		<input checked="" type="checkbox"/>	
2	Check all locking devices. Lubricate as required.		<input checked="" type="checkbox"/>	
3	Inspect center gate support rollers and lubricate as required.		<input checked="" type="checkbox"/>	
4	Clean roller track of any debris.		<input checked="" type="checkbox"/>	
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.		<input checked="" type="checkbox"/>	
6	Check for any obstructions that retard full swing or movement of the gate.		<input checked="" type="checkbox"/>	
7	Check that shrubs and trees are pruned clear of gate.		<input checked="" type="checkbox"/>	
8	Check hold open devices for proper operation. Lubricate as required.		<input checked="" type="checkbox"/>	
<b>FENCES</b>				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.		<input checked="" type="checkbox"/>	
2	Check wire and anchor point; re-stretch and re-anchor if necessary.		<input checked="" type="checkbox"/>	
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.		<input checked="" type="checkbox"/>	
4	Treat with galvanized protectant where rust has developed.		<input checked="" type="checkbox"/>	
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).		<input checked="" type="checkbox"/>	
6	Check that shrubs and trees are pruned clear of fencing		<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:

*[Signature]*