

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WU 043-01LOCATION/RM #: MEPWO# 9864ASSET # 7620MECHANIC
SIGNATURE: DATE: 7/23/18START TIME: 1030FINISH TIME: 1035

CHECK ITEM	CHECKPOINT DESCRIPTION	DAILY COMPLETION		NOTES/CAUTIONS
		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.		—	Basic components checked to prevent degradation.
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		GATES		
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 center gate support rollers and lubricate as required.	—		
4	Clean roller track of any debris.	—		
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	—		
6	Check for any obstructions that retard full swing or movement of the gate.	—		
7	Check that shrubs and trees are pruned clear of gate.	—		
8	Check hold open devices for proper operation. Lubricate as required.	—		
FENCES		FENCES		
1	Check posts and corner posts, support guys, and horizontal bars between each support post.			
2	Check wire and anchor point; re-stretch and re-anchor if necessary.			
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.			
4	Treat with galvanized protectant where rust has developed.			
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).			
6	Check that shrubs and trees are pruned clear of fencing			

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.

Additional Notes:

1 RC 5056 0080 5000

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: W V 063-01

LOCATION/RM #: MEL

WO# 9804

ASSET # 7638

MECHANIC
SIGNATURE:

START TIME:

Johnson

DATE:

7/23/19

FINISH TIME:

1040

CHECKPOINT P/N/SIE	CHECKPOINT DESCRIPTION	TYPE CONSIDERED YES <input type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS		NOTES/AGENDA (Any comments or actions to be taken)
			1	2	
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.		1		
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.		1		
TO BE PERFORMED AT EACH INSPECTION SERVICE		GATES			
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.		1		
2	Check all locking devices. Lubricate as required.		1		
3	Inspect center gate support rollers and lubricate as required.		1		
4	Clean roller track of any debris.		1		
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.		1		
6	Check for any obstructions that retard full swing or movement of the gate.		1		
7	Check that shrubs and trees are pruned clear of gate.		1		
8	Check hold open devices for proper operation. Lubricate as required.		1		
FENCES		FENCES			
1	Check posts and corner posts, support guys, and horizontal bars between each support post.		1		
2	Check wire and anchor point; re-stretch and re-anchor if necessary.		1		
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.		1		
4	Treat with galvanized protectant where rust has developed.		1		
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).		1		
6	Check that shrubs and trees are pruned clear of fencing		1		

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:

1 Re Sngt Nots

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WU 043 - 01LOCATION/RM #: ME-1WO# 9864ASSET # 7651MECHANIC
SIGNATURE: DATE: 7/23/18START TIME: 1640FINISH TIME: 1655

ITEM #	DESCRIPTION	WORK COMPLETED	NOTES/REMARKS
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.	/	ALL EQUIPMENT IS MAINTAINED IN PRE-OPERATION
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			
GATES			
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 center gate support rollers and lubricate as required.	/	
4	Clean roller track of any debris.	/	
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	/	
6	Check for any obstructions that retard full swing or movement of the gate.	/	
7	Check that shrubs and trees are pruned clear of gate.	/	
8	Check hold open devices for proper operation. Lubricate as required.	/	
FENCES			
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	/	
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	/	
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	/	
4	Treat with galvanized protectant where rust has developed.	/	
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).	/	
6	Check that shrubs and trees are pruned clear of fencing.	/	

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:

1 Re West Side

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: **W0043-01**LOCATION/RM #: **M-1** WO# **98C9**ASSET # **7652**MECHANIC
SIGNATURE: *James*DATE: **7/23/18**START TIME: **1045**FINISH TIME: **1050**

ITEM # PROCEDURE	DESCRIPTION	DARK COMPRESSED AIR/PSI		NO. OF CYCLES	
		YPS	NO.	NO. CYCLES	NO. CYCLES
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	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		GATES			
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 center gate support rollers and lubricate as required.	/			
4	Clean roller track of any debris.	/			
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	/			
6	Check for any obstructions that retard full swing or movement of the gate.	/			
7	Check that shrubs and trees are pruned clear of gate.	/			
8	Check hold open devices for proper operation. Lubricate as required.	/			
FENCES		FENCES			
1	Check posts and corner posts, support guys, and horizontal bars between each support post.				
2	Check wire and anchor point; re-stretch and re-anchor if necessary.				
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.				
4	Treat with galvanized protectant where rust has developed.				
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).				
6	Check that shrubs and trees are pruned clear of fencing.				

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.

Additional Notes:

l *R* *West* *Side*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WV 043-01

LOCATION/RM #: MC0

WO# 9864

ASSET # 7603

MECHANIC
SIGNATURE:

START TIME:

1050

DATE:

7/23/18

FINISH TIME:

1055

CHECK ITEM	DESCRIPTION	WASH. COMPLETION YES <input type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS		NOTES/EXCEPTIONS
			TO BE PERFORMED AT EACH INSPECTION SERVICE	GATES	
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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		/		
3	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.		/		
4	Check all locking devices. Lubricate as required.		/		
5	Inspect center gate support rollers and lubricate as required.		/		
6	Clean roller track of any debris		/		
7	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.		/		
8	Check for any obstructions that retard full swing or movement of the gate.		/		
9	Check that shrubs and trees are pruned clear of gate.		/		
10	Check hold open devices for proper operation. Lubricate as required.		/		
11	Check posts and corner posts, support guys, and horizontal bars between each support post.		/		
12	Check wire and anchor point; re-stretch and re-anchor if necessary.		/		
13	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.		/		
14	Treat with galvanized protectant where rust has developed.		/		
15	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).		/		
16	Check that shrubs and trees are pruned clear of fencing		/		

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.

Additional Notes:

1 R West Side

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #: WU 043-01

LOCATION: Drive 60' x 80' Asset# 2216

MECHANIC
SIGNATURE:

DATE:

7/23/19

START TIME:

1050

FINISH TIME:

1100

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	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.	/		
2	Operate with power from stop 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.	/		
3	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	/		
4	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	/		
5	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	/		
6	Inspect gear box, change or add oil as required.	/		
7	Perform required lubrication. Remove old or excess lubricant.	/		
8	Clean unit and mechanism thoroughly. Touch up paint where required.	/		
9	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:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

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

Additional Notes:

Needs painted

14 X 14

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC ROLL-UP DOORS

ACTIVITY AND BLDG #: WU 043-c
 LOCATION: Drill 60# 9864 Asset# 7966

MECHANIC SIGNATURE: Kelton DATE: 7/23/16
 START TIME: 1000 FINISH TIME: 105

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (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.		/	
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.		NA	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		NA	
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.		NA	
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:

6.78 x 7 Fire Door