

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WV 043 - 01

LOCATION/RM #: MEP WO# 9869

ASSET # 7620

MECHANIC
SIGNATURE: 

DATE: 7/23/18

START TIME: 1030

FINISH TIME: 1035

ITEM NO.	CHECKPOINT DESCRIPTION	COMPLETION		NOTES/EXPLANATIONS
		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	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.

Additional Notes:

1 R Scosh ENSO SDC

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WV 043 01

LOCATION/RM #: Mel WO# 9804

ASSET # 7638

MECHANIC
SIGNATURE: *[Signature]*

DATE: 7/23/19

START TIME: 1035

FINISH TIME: 1040

CHECKS TO BE MADE		CHECKS TO BE MADE		CHECKS TO BE MADE	
NO.	DESCRIPTION	YES	NO	YES	NO
<p>SPECIAL INSTRUCTIONS</p> <p>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.</p> <p>Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.</p>					
<p>TO BE PERFORMED AT EACH INSPECTION SERVICE</p>					
<p>GATES</p> <p>1. Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.</p> <p>2. Check all locking devices. Lubricate as required.</p> <p>3. Inspect center gate support rollers and lubricate as required.</p> <p>4. Clean roller track of any debris.</p> <p>5. Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.</p> <p>6. Check for any obstructions that retard full swing or movement of the gate.</p> <p>7. Check that shrubs and trees are pruned clear of gate.</p> <p>8. Check hold open devices for proper operation. Lubricate as required.</p>					
<p>FENCES</p> <p>1. Check posts and corner posts, support guys, and horizontal bars between each support post.</p> <p>2. Check wire and anchor point; re-stretch and re-anchor if necessary.</p> <p>3. Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.</p> <p>4. Treat with galvanized protectant where rust has developed.</p> <p>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).</p> <p>6. Check that shrubs and trees are pruned clear of fencing.</p>					

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 Re Single North

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WU 043-01LOCATION/RM #: M-1 WO# 9864ASSET # 7651MECHANIC
SIGNATURE: START TIME: 1040DATE: 7/23/18FINISH TIME: 1045

CHECK ITEM	CHECK POINT DESCRIPTION	DEFECT CONDITION		SPECIAL INSTRUCTIONS	DEFENSE COMPLETED (CHECKED SO, 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.				
	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				
	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.				
	Check all locking devices. Lubricate as required.				
	Inspect center gate support rollers and lubricate as required.				
	Clean roller track of any debris.				
	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.				
	Check for any obstructions that retard full swing or movement of the gate.				
	Check that shrubs and trees are pruned clear of gate.				
	Check hold open devices for proper operation. Lubricate as required.				
	FENCES				
	Check posts and corner posts, support guys, and horizontal bars between each support post.				
	Check wire and anchor point; re-stretch and re-anchor if necessary.				
	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.				
	Treat with galvanized protectant where rust has developed.				
	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).				
	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 R West Side

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #:

W0043-01

LOCATION/RM #:

MEL

WO#

9869

ASSET #

7652

MECHANIC

SIGNATURE:

START TIME:

DATE:

FINISH TIME:

CHECK NO.	CHECKPOINT DESCRIPTION	PASS/COMPLIANT		SPECIAL INSTRUCTIONS	NOTES/ACTIONS
		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	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					
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.				
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 R West Side

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WV 043-01

LOCATION/RM #: MCD WO# 9864

ASSET # 7653

MECHANIC
SIGNATURE: *[Signature]*

DATE: 7/23/18

START TIME: 1050

FINISH TIME: 1055

GENERAL DESCRIPTION		DATE COMPLETED		NOTES/REMARKS	
		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.					
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.

Additional Notes:

1 R West Side

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST POWER OPERATED OVERHEAD DOOR

ACTIVITY AND BLDG #: WU 04301MECHANIC
SIGNATURE: [Signature]DATE: 7/23/18LOCATION: DRIVE WU 9804 ASSET 7716START TIME: 1050FINISH TIME: 1100

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	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 - 01MECHANIC
SIGNATURE: [Signature]DATE: 7/23/16LOCATION: Drum W8# 9864 Asset # 7966START TIME: 1100FINISH TIME: 1105

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:

6.75 x 7 Fire Door