

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC OVERHEAD DOORS**

SITE AND BLDG #: Gaithersburg. MD013

MECHANIC  
SIGNATURE:



DATE: 7/7/20

LOCATION/RM #: bldg 3 WO# 12397. ASSET # 2017

START TIME:

8:15.

FINISH TIME: 12:05

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.   | y             |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | Check with door operating personnel for any known deficiencies.   | y             |    |   |
| 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.                                | y             |    |   |
| 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  | manual doors  |
| 4  | Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.  |               | n  | manual doors  |
| 5  | Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.  | y             |    | manual doors<br>manual doors  |
| 6  | If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.   |               | n  |   |
| 7  | If applicable, inspect gear box, change or add oil as required.   |               | n  |   |
| 8  | Perform required lubrication. Remove old or excess lubricant.   | y             |    |   |
| 9  | Clean unit and mechanism thoroughly.  | y             |    |   |
| 10   | Clean up and remove all debris.   | y             |    |   |

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:**

all 6 doors had algae/mildew on bottom 3 panels of each door. Cleaned all door and lubed all locks.