

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GATES

SITE AND BLDG #: NY039 BLDG1

**MECHANIC
SIGNATURE:** 
DATE: 1/11/23

FRONT, REAR ENTRY
LOCATION/RM #: **WO#** 20394, **ASSET #** 9935,
20556 190917-269

START TIME: 8am

FINISH TIME: 8:30 am

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 (alarmed or security entrances).	☒	☐	
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 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.	☒	☐	
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	☒	☐	

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: