

March checklists 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GATES

SITE AND BLDG #: ny116-01

MECHANIC SIGNATURE: _____

DATE: 3-24-2021

LOCATION/RM #: _____ **WO#** _____ **ASSET #** _____

START TIME: _____ **FINISH TIME:** _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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.	yes		
2	Review manufacturer's instructions.	yes		
3	Schedule shutdown with operating personnel.	yes		
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	yes		
5	This work should be scheduled at non-peak hours.	yes		
6	Notify affected personnel before performing PM (alarmed or security entrances).	yes		
7	Post "out of service" signs and/or barricades, as appropriate.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	yes		
2	Check all locking devices. Lubricate as required.	yes		gate ok clean dirt around the
3	Inspect center gate support rollers and lubricate as required.	yes		
4	Clean roller track of any debris.	yes		gate
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	yes		
6	Check for any obstructions that retard full swing or movement of the gate.	yes		
7	Check that shrubs and trees are pruned clear of gate.	yes		
8	Check hold open devices for proper operation. Lubricate as required.	yes		
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	yes		

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: