

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**ROLL-UP AND OVERHEAD DOORS**

ACTIVITY AND BLDG #: NY023-118

LOCATION: Loading Dock Building 118

MANUFACTURER:

MODEL #:

MECHANIC  
SIGNATURE: Deen Rowe

DATE: 1/2/20

START TIME: 10AM

FINISH TIME: 11AM

SERIAL #:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	6784	9287			Model T		J-52 3-pc Overhead Door, Steel, Roll Up, 16Wx12H in Loading Dock	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Check for proper operation, binding, or misalignment; adjust as necessary.	✓		
3	Check and lubricate door guides, pulleys, and hinges.	✓		
4	Align door and adjust counterbalance assembly to proper tension.	✓		
5	Inspect and lubricate motor gearbox, drive chain (or belt), and motor; adjust as necessary.	✓		
6	Check operation of limit switch; adjust as necessary.	✓		
7	Check electrical operator, wiring, connections and contacts; adjust as necessary.	✓		
8	Inspect unit for overall condition and recommend for replacement or other needed repairs.	✓		

**Additional Notes:**



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