

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

**SITE AND BLDG #:** NY023-123

**MECHANIC  
SIGNATURE:**

**DATE:** 6/12/19

**LOCATION/RM #:**

**START TIME:**

7am

**FINISH TIME:**

2pm

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                           | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|---|----------------|
| NY023-123     | 4042 | 9377    |      |              |              |          | J-49 1-pc Single Gate, Manual, Sliding East |                |
| NY023-123     | 4043 | 9378    |      |              |              |          | J-49 1-pc Single Gate, Manual, Sliding East |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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  | 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.  |               |    |   |

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|---------------|--|---------------|----|---|
|               |  | YES           | NO |   |
| <b>FENCES</b> |  |               |    |   |
| 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. To be performed by: General Maintenance Worker **Additional Notes:**



