

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

MANUAL/AUTOMATIC ROLL-UP DOORS

SITE AND BLDG#: NY023-123 **MECHANIC SIGNATURE:** SIGNATURE ON FILE (DROWE) **DATE:** 7/3/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-23237		PM-SA-9381					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc	
2	Operate with power from start to stop and at intermediate positions	
3	Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices	
5	Clean and make required adjustments or repairs	
6	Check manual operation Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc	
7	If applicable, examine all wiring, motor, starter, push button, etc, blow out or vacuum if needed	
8	If applicable, inspect gear box, change or add oil as required	
9	Perform required lubrication Remove old or excess lubricant	
10	Clean unit and mechanism thoroughly Touch up paint where 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:

- this door has issues coming down when it goes up need a door mechanic to fix