

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
ROLL-UP AND OVERHEAD DOORS

ACTIVITY AND BLDG #: NY023-124

MECHANIC SIGNATURE: *Deon Row*

DATE: *1/4/21*

LOCATION: *Main Entrance*

START TIME: *8pm*

FINISH TIME: *2:15 pm*

MANUFACTURER:

MODEL #:

SERIAL #:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-124	11402	9403	PM-SA-9403	Overhead Door			J-56 1-pc Overhead Door, Steel, Roll Up, 8Wx8H	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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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