

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

MANUAL/AUTOMATIC ROLL-UP DOORS

**SITE AND BLDG#:** NY023-124

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (DROWE)

**DATE:** 7/3/23

| Site Location | WO#     | Asset# | PM#        | Manufacturer | Model Number | Serial# | Asset Description | Asset Location |
|---------------|---------|--------|------------|--------------|--------------|---------|-------------------|----------------|
| NY023-124     | 2-23240 |        | PM-SA-9403 |              |              |         |                   |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                 | NOTES/ACTIONS<br>(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:**