

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

**SITE AND BLDG #**    **NY023-124**

**MECHANIC**  
**SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

| Site Location | WO # | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description             | Asset Location |
|---------------|------|---------|------------|--------------|--------------|----------|-------------------------------|----------------|
| NY023-124     | 9619 | 9402    | PM-SA-9402 |              |              |          | J-53 1-pc Auto Access Control |                |
|               |      |         |            |              |              |          |                               |                |
|               |      |         |            |              |              |          |                               |                |

| 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.                                                                                                          |               |    |                                                                         |

| CHECK POINT | CHECKPOINT DESCRIPTION                                                                                                                                                     | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|             |                                                                                                                                                                            | YES           | NO |                                                                         |
| FENCES      |                                                                                                                                                                            |               |    |                                                                         |
| 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:**



