

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC OVERHEAD DOORS**

**SITE AND BLDG #:** NY023-200

**MECHANIC  
SIGNATURE:**

DEEN ROWE

**DATE:** 2/18/21

**LOCATION/RM #:** Building 200

**START TIME:** 2pm

**FINISH TIME:** 245pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	15819	9491	PM-SA-9491	Liftmaster			J-52 1-pc Overhead Door, Steel, Roll Up, 13Wx10H	
NY023-200	15820	9492	PM-SA-9492	Liftmaster			J-52 1-pc Overhead Door, Steel, Roll Up, 17Wx15H	
NY023-200	15821	9494	PM-SA-9494			14971	J-56 1-pc Overhead Door, Aluminum, Roll Up, 10Wx3H	
NY023-200	15822	9495	PM-SA-9495			877896	J-56 1-pc Overhead Door, Aluminum, Roll Up, 10Wx3H	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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				
1	Check with door operating personnel for any known deficiencies.	✓		

2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓	✓	
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓	✓	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓	✓	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓	✓	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓	✓	
7	If applicable, inspect gear box, change or add oil as required.	✓	✓	
8	Perform required lubrication. Remove old or excess lubricant.	✓	✓	
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓	✓	
10	Clean up and remove all debris.	✓	✓	

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:**

