

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

**SITE AND BLDG #:** NY023-329

**MECHANIC SIGNATURE:** SEEN LOWE

**DATE:** 2/14/21

**LOCATION/RM #:** Building 329

**START TIME:** 330 pm

**FINISH TIME:** 4 pm

| Site Location | WO #  | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description                                 | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|---------------------------------------------------|----------------|
| NY023-329     | 15826 | 9553    | PM-SA-9553 |              |              |          | J-52 12-pc Overhead Door, Steel, Roll Up, 10Wx10H |                |
|               |       |         |            |              |              |          |                                                   |                |
|               |       |         |            |              |              |          |                                                   |                |

| 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.                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |
| 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.                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                       |                                     |                          |                                                                         |
| 1                                          | Check with door operating personnel for any known deficiencies.                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |
| 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.                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                         |

|    |                                                                                                                                            |   |   |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
| 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:**

