

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FIRE DOOR**

**SITE AND BLDG #:** NY058-104

**MECHANIC SIGNATURE:** DEEN ROWE

**DATE:** 1/20/21

**LOCATION/RM #:** Kitchen

**START TIME:** 9am

**FINISH TIME:** 9:30am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	11348	10346	PM-SA-10346	Atlas Door			J-56 1-pc Fire Door Kitchen	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Does door swing freely	✓		
2	Does door close properly	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
3	Does electronic holder release	N	A	
4	Door frame secured to wall	✓		
5	Does door have proper clearance	✓		
6	Is door rusted		✓	
7	Hinges secure and mounted to frame	✓		

8	Is the lockset missing or damaged	✓	✓	
9	Door closer is secure, working properly and not leaking	✓		
10	All strike plates and latches are secured properly	✓		
11	Are hinges missing/pivot.		✓	

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:**

