

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FIRE DOOR**

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

**MECHANIC  
SIGNATURE:**

*Deen Rowe*

**DATE:** 7/14/21

**LOCATION/RM #:** Kitchen

**START TIME:** 10am

**FINISH TIME:** 11am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	13848	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Does door close properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
3	Does electronic holder release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Door frame secured to wall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Does door have proper clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Is door rusted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Hinges secure and mounted to frame	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

8	Is the lockset missing or damaged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Door closer is secure, working properly and not leaking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	All strike plates and latches are secured properly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Are hinges missing/pivot.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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:**

