

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FIRE DOOR**

SITE AND BLDG #: NY058-104

MECHANIC  
SIGNATURE: *Deen Rawe*

DATE: 2/22/22

LOCATION/RM #: Kitchen

START TIME: 3:30pm

FINISH TIME: 4pm

| Site Location | WO #  | Asset # | PM #        | Manufacturer | Model Number | Serial # | Asset Description           | Asset Location |
|---------------|-------|---------|-------------|--------------|--------------|----------|-----------------------------|----------------|
| NY058-104     | 15768 | 10346   | PM-SA-10346 | Atlas Door   |              |          | J-56 1-pc Fire Door Kitchen |                |
|               |       |         |             |              |              |          |                             |                |
|               |       |         |             |              |              |          |                             |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION             | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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     | ✓             | ✗  |   |
| 4  | Door frame secured to wall         | ✓             | ✗  |   |
| 5  | Does door have proper clearance    | ✓             | ✗  |   |
| 6  | Is door rusted                     | ✓             | ✗  | Door not Rusted   |
| 7  | Hinges secure and mounted to frame | ✓             | ✗  |   |

|    |   |                                     |                          |                          |    |
|----|---|-------------------------------------|--------------------------|--------------------------|----|
| 8  | Is the lockset missing or damaged                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No |
| 9  | Door closer is secure, working properly and not leaking | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    |
| 10 | All strike plates and latches are secured properly      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    |
| 11 | Are hinges missing/pivot.                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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:**

