

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Fire Door

SITE AND BLDG#: NY058-104

MECHANIC
SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 7/12/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY058-104	2-23195		PM-SA-10346					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Does door swing freely	
2	Does door close properly	
3	Does electronic holder release	
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: