

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

**SITE AND BLDG #:** NY058

**MECHANIC**  
**SIGNATURE:** *Deen Rowe*

**DATE:** *1/21/20*

**LOCATION/RM #:** *Kitchen*

**START TIME:** *2pm*

**FINISH TIME:** *4pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058	6434	10346		ATLAS			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	
<b>SPECIAL INSTRUCTIONS</b>				
1	Does door swing freely	✓	/	
2	Does door close properly	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:**