

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #: *Pn 051 -01*LOCATION: *142 wa 6841 asset# 7688*MECHANIC  
SIGNATURE:*Paul A. Doh* DATE: *11/19*START TIME: *10:00AM*FINISH TIME: *10:30AM*

CHECK ITEM	BLDG/ROOM/DESCRIPTION	WORK COMPLETED		NOTES/EXCLUSIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Review manufacturer's instructions.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
5	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	✓		
8	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
9	Inspect gear box, change or add oil as required.	✓		
10	Perform required lubrication. Remove old or excess lubricant.	✓		
11	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
12	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

*1 Pe 12X14*

*\* BOTTOM GASKET chewed up and loose.*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #:

P

051-01

LOCATION: 142 W 6841 Asset # 7689

MECHANIC  
SIGNATURE:

John A. Dah

DATE:

11/11/18

START TIME: 10:30AM

FINISH TIME:

10:40AM

ITEM/OP. NUMBER	CHECKLIST DESCRIPTION	FUNCTIONAL COMPLIANCE		EQUIPMENT/LOCATION
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
5	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains, sprockets, clutch, etc.	✓		
8	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
9	Inspect gear box, change or add oil as required.	✓		
10	Perform required lubrication. Remove old or excess lubricant.	✓		
11	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
12	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 R 12/14

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #:

PA 051-01

LOCATION: 139 Woodlawn Asset # 7690

MECHANIC  
SIGNATURE:

John D. Hart

DATE:

10/18

START TIME: 10:40AM

FINISH TIME:

11:00AM

ITEM/PROCEDURE	LOCATION/DESCRIPTION		MANUAL COMPLIANCE YES NO	REASON/EXCUSES
	ITEM	DESCRIPTION		
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
4	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.		✓	
5	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		✓	
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		✓	
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.		✓	
8	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		✓	
9	Inspect gear box, change or add oil as required.		✓	
10	Perform required lubrication. Remove old or excess lubricant.		✓	
11	Clean unit and mechanism thoroughly. Touch up paint where required.		✓	
12	Clean up and remove all debris.		✓	

Note. The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 R 10/18

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #: *P0051-01*LOCATION: *138 W. 6841 PSAT # 7692*MECHANIC  
SIGNATURE:

DATE:

START TIME: *11:00AM*

FINISH TIME:

*11:30AM*

CHECK ITEM#	CHECK ITEM DESCRIPTION	ITEMS COMPLETED		REMARKS/EXPLANATION
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	✓		
2	Review manufacturer's instructions.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
5	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
7	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	✓		
8	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
9	Inspect gear box, change or add oil as required.	✓		
10	Perform required lubrication. Remove old or excess lubricant.	✓		
11	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
12	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

*1 R 12/14*

*\*Unit has not been operating in over 10 years.*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**POWER OPERATED OVERHEAD DOOR**

ACTIVITY AND BLDG #:

PQJ - C

LOCATION: 130 wa # 6891 pscet # 2295

MECHANIC  
SIGNATURE:

Eric D. Miller

DATE: 11/13

START TIME: 11:20AM

FINISH TIME:

11:40AM

ITEM #	DESCRIPTION	TASK COMPLETED		NOTES/EXCEPTIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work	✓		
1	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
2	Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		
3	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
4	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	✓		
5	Examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
6	Inspect gear box, change or add oil as required.	✓		
7	Perform required lubrication. Remove old or excess lubricant.	✓		
8	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
9	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

1 R - 8N6

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**DOOR KEYPAD / CARD READER**

SITE AND BLDG #: *P-051 -01*LOCATION/RM #: *X10* WO# *6891* ASSET # *7872*MECHANIC  
SIGNATURE:

DATE:

*6/6/13*START TIME: *11:40AM*FINISH TIME: *12:00PM*

CHECK POINT	CHECKPOINT DESCRIPTION	TASKS COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		MISS	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		N/A	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	If applicable, test the controls for communications to the monitoring center. Inspect key pad for sticking keys and LED lights proper operation.	✓		
2	Check power supplies. Clean keys and pad with a quick dry electrical cleaner. Wipe unit down	✓		
3	Inspect and test the operation of device. Observe unit in use	✓		
4	Ensure proper protection of all visible wiring and conduits	✓		
5	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles) Any deficiencies found open a CM work order in Maximo and quote will be provided for CM repairs. Note in note Column	✓		

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:

*P-051 Access for*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: Pro 051 - a  
 LOCATION: 110 600 6841 aset 8012

MECHANIC SIGNATURE: Paul A. Dab DATE: 1/1/18  
 START TIME: 12:00PM FINISH TIME: 12:10PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.	✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		NA	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		NA	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		NA	
7	If applicable, inspect gear box, change or add oil as required.	✓		
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))  
 Additional Notes:

*Roth*      *Fine*      *Shutter*      *3 x 3*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: P-051 -0LOCATION: 122 W 6801 Asset # 8013MECHANIC  
SIGNATURE: John D. DabuDATE: 1/11/17START TIME: 8:00AMFINISH TIME: 8:10AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDED EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		N/A	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		N/A	
7	If applicable, inspect gear box, change or add oil as required.	✓		
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))  
 Additional Notes:

*Rolling Fire Shutter*

*3 x 3*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: Fn 651 - 01  
 LOCATION: 133 650 & 684 Asset 1<sup>st</sup> 8014

MECHANIC SIGNATURE: John A. Durr DATE: 1/15  
 START TIME: 8:10 AM FINISH TIME: 8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE (YES / NO)	SPECIAL INSTRUCTIONS		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓		
2	Review manufacturer's instructions.		✓		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓		
(10) TO BE PERFORMED DURING INSPECTION/SERVICE					
1	Check with door operating personnel for any known deficiencies.	✓			
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓			
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		N/A		
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A		
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓			
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		N/A		
7	If applicable, inspect gear box, change or add oil as required.	✓			
8	Perform required lubrication. Remove old or excess lubricant.	✓			
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓			
10	Clean up and remove all debris.	✓			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))  
 Additional Notes:

*Rolling* *Frig* *Shutter*

*3 x 3*

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #:

P. 051 -01

LOCATION: 111 West 68th Street

MECHANIC  
SIGNATURE:

DATE:

1/11/18

START TIME: 8:20AM

FINISH TIME:

8:30 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETED NO EXPLANATION)
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		N/A	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A	
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		N/A	
7	If applicable, inspect gear box, change or add oil as required.	✓		
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.  
 Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))  
 Additional Notes:

1 R rolling fine shafts 3x5

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MANUAL/AUTOMATIC ROLL-UP DOORS**

ACTIVITY AND BLDG #: Pp 051 -01LOCATION: 141 wo# 6841 Asset # 8029MECHANIC  
SIGNATURE: Carl AdairDATE: 11/18START TIME: 8:30AMFINISH TIME: 8:40AM

CHECK POINT	CHECKPOINT DESCRIPTION	PASSED/COMPLETE		NOTES/EXPLANATIONS (IF NOT COMPLETE IS CHECKED NO PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.		✓	
2	Review manufacturer's instructions.		✓	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
<b>TO BE PERFORMED AT EACH INSPECTION/SERVICE</b>				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.		N/A	
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.		N/A	
5	Check manual operation. Note brake release, motor disengagement, functioning of hand pulls, chains sprockets, clutch, etc.	✓	N/A	
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.		N/A	
7	If applicable, inspect gear box, change or add oil as required.	✓		
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at [\(Provide Link to OEM Manual/Asset Library\)](#)

**Additional Notes:**

3 PC Rollins for Sholt,