

REVIEWED

By Michael Merchan at 2:43 pm, Jan 03, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: VA001-01

MECHANIC

SIGNATURE: *Audrey Bird*

DATE: 1-3-18

LOCATION/RM #:

START TIME: 7Am

FINISH TIME: 1:30pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA001-01	6967	7722	PM-SA-7129	Vanguard	GT	EH	J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 14Wx14H	Drill Hall
VA001-03	7020	7682	PM-SA-7682	Vemco	N/A	N/A	J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 12Wx12H	
VA001-03	7020	7682	PM-SA-7682	LIFT Master	N/A	N/A	J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 12Wx12H	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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	Follow lock out/tag out procedures always. 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.			
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.			
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.			
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 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:**



VA001-03
Lift Master Overhead
door operator is
not functioning!
CM Needed