

REVIEWED

By Brian at 2:02 pm, Jan 18, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: VA099-01

MECHANIC
SIGNATURE:

DATE:

1/16/19

LOCATION/RM #:

START TIME:

FINISH TIME:

9:30 AM

11:00 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	7139	2378	PM-SA-2378				J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 10Wx10H	BACK OF BUILDING
VA099-01	7139	2381	PM-SA-2378				J-1502000-56 1-pc Rollup Kitchen Service Door 10ftW x 5ftH	Kitchen
VA099-01	7139	2382	PM-SA-2378				J-1502000-56 1-pc Rollup Kitchen Service Door 4ftW x 5ftH	Kitchen
VA099-02	7140	2392	PM-SA-2392				J-1502000-52 3-pc Overhead Door, Steel, Roll Up, 24Wx14H	MOTOR POOL
VA099-03	7141	2393	PM-SA-2393				J-1502000-52 2-pc Overhead Door, Steel, Roll Up, 10Wx8H	Storage Building

OVERHEAD DOORS INC

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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.				

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.			checked in operation
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:**

VA 099-03



VA 099-02

