

**REVIEWED**

By Michael Merchan at 8:54 am, Jan 11, 2019

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **GATES, FENCES, SECURITY AND ACCESS**

SITE AND BLDG #: VA033-01

MECHANIC

SIGNATURE: *Andy Bird*DATE: *1-9-19*

LOCATION/RM #:

START TIME: *8AM*FINISH TIME: *3PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA033-01	6964	7541		<i>N/A</i>			J-1502000-49 1-pc Double Gate, Manual Swinging Exterior	<i>Motor Pool</i>
VA033-02	6997	7542		<i>N/A</i>			J-1502000-49 1-pc Double Gate, Manual Swinging Exterior	<i>Motor Pool</i>

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 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				
GATES				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓		
2	Check all locking devices. Lubricate as required.	✓		
3	Inspect center gate support rollers and lubricate as required.	✓		
4	Clean roller track of any debris.		✓	N/A
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	✓		
6	Check for any obstructions that retard full swing or movement of the gate.	✓		
7	Check that shrubs and trees are pruned clear of gate.	✓		
8	Check hold open devices for proper operation. Lubricate as required.		✓	N/A

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
FENCES				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	✓		
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	✓		
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	✓		
4	Treat with galvanized protectant where rust has developed.	✓		
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).		✓	N/A
6	Check that shrubs and trees are pruned clear of fencing			

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:**



