

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES**

**SITE AND BLDG #:** Gaithersburg. MD013

**MECHANIC  
SIGNATURE:** 

**DATE:** 7/8/20

**LOCATION/RM #:** exterior wo# 12395. **ASSET #** 2003-2009 **START TIME:** 9:30 **FINISH TIME:** 10:15

| <b>CHECK POINT</b>                                | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b> |           | <b>NOTES/ ACTIONS<br/>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b> |
|---|---|----------------------|-----------|---|
|   |   | <b>YES</b>           | <b>NO</b> |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |                      |           |   |
| 1   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | Y                    |           |   |
| 2   | Notify affected personnel before performing PM (alarmed or security entrances).   | Y                    |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                      |           |   |
| 1   | Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.  | Y                    |           |   |
| 2   | Check all locking devices. Lubricate as required.   | Y                    |           |   |
| 3   | Inspect center gate support rollers and lubricate as required.  | Y                    |           |   |
| 4   | Clean roller track of any debris.   | Y                    |           |   |
| 5   | Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.  | Y                    |           |   |
| 6   | Check for any obstructions that retard full swing or movement of the gate.  | Y                    |           |   |
| 7   | Check that shrubs and trees are pruned clear of gate.   | Y                    |           |   |
| 8   | Check hold open devices for proper operation. Lubricate as required.  | Y                    |           |   |
| 9   | Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.   | Y                    |           |   |

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:**

**lubed all locks**