

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATES

SITE AND BLDG #: Alexandria. VA002

**MECHANIC
SIGNATURE:**

DATE: 7/27/20

LOCATION/RM #: exterior **wo#** 12409. **ASSET #** 2235&2236 **START TIME:** 1:15. **FINISH TIME:** 1:35

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	X		
2	Notify affected personnel before performing PM (alarmed or security entrances).	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	X		
2	Check all locking devices. Lubricate as required.	X		
3	Inspect center gate support rollers and lubricate as required.	X	n/a	no roller track on either asset
4	Clean roller track of any debris.	X		
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	X		
6	Check for any obstructions that retard full swing or movement of the gate.	X		
7	Check that shrubs and trees are pruned clear of gate.	X		
8	Check hold open devices for proper operation. Lubricate as required.	n/a		no hold open devices located
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	X		

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: