

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GATES

SITE AND BLDG #: White Plains MD066

MECHANIC
SIGNATURE:



DATE: 7/21/20

LOCATION/RM #: exterior WO# 12340. ASSET #549+550

START TIME:

9:10.

FINISH TIME: 9:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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.	✕		
2	Notify affected personnel before performing PM (alarmed or security entrances).	✕		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✕		
2	Check all locking devices. Lubricate as required.	✕	n/a n/a	swing gates swing gates
3	Inspect center gate support rollers and lubricate as required.			
4	Clean roller track of any debris.			
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.	✕		
9	Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.	✕		

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: