

**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

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (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.	X		
2	Notify affected personnel before performing PM (alarmed or security entrances).	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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		n/a
3	Inspect center gate support rollers and lubricate as required.			n/a
4	Clean roller track of any debris.			swing gates
5	Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.	X		swing gates
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.	X		
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:**