

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MANUAL/AUTOMATIC OVERHEAD DOORS

SITE AND BLDG #: WV006-01

**MECHANIC
SIGNATURE:**

DATE: 7-15-17

LOCATION/RM #:

START TIME: 8AM

FINISH TIME: 3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-01	9877	7662		u/n			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 10Wx10H	Rm 182
WV006-01	9877	7668		n/A			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 10Wx10H	Rm 183
WV006-01	9877	7712		Dalton			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 14Wx12H	Drill Hall
WV006-01	9877	7990		n/A			J-1502000-56 1-pc Overhead Kitchen Counter Door, 11Wx8H	Kitchen
WV006-02	9905	7731		Raynor			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 14Wx16H	AMSA
WV006-02	9905	7732		n/A			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 14Wx16H	AMSA
WV006-02	9905	7834		Raynor			J-1502000-52 3-pc Overhead Door, Steel, Roll Up, 14Wx14H	AMSA
WV006-02	9905	7857		Raynor			J-1502000-52 7-pc Overhead Door, Steel, Roll Up, 14Wx16H	AMSA
WV006-03	9939	7664		n/A			J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 10Wx10H	AMSA

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				
1	Check with door operating personnel for any known deficiencies.	✓		
2	Inspect general arrangement of door and mechanism, mountings, standards, wind locks, anchor bolts, counterbalances, weather stripping, door sweeps etc. Clean, tighten, and adjust repair as required.	✓		
3	If applicable, operate with power from start to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, door operating speed, motor, gear box, etc. Clean and adjust as needed.	✓		
4	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	✓		
5	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	✓		
6	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	✓		
7	If applicable, inspect gear box, change or add oil as required.	✓		
8	Perform required lubrication. Remove old or excess lubricant.	✓		
9	Clean unit and mechanism thoroughly. Touch up paint where required.	✓		
10	Clean up and remove all debris.	✓		

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:**

