

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

GATES, FENCES, SECURITY AND ACCESS

SITE AND BLDG #: WV014-01

MECHANIC

 SIGNATURE: *Patrick Davis*

 DATE: *4 January 2019*

 LOCATION/RM #: *Exterior*

 START TIME: *7:30*

 FINISH TIME: *3:30*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	6975	7592		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	J-1502000-49 1-pc Single Gate Manual Sliding Exterior	<i>LOT</i>
WV014-01	6975	7625		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	J-1502000-49 1-pc Single Gate Manual Swinging Exterior	<i>LOT</i>
WV014-01	6975	7626		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	J-1502000-49 1-pc Single Gate Manual Swinging Exterior	<i>LOT</i>

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				
GATES				
1	Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.	✓		
2	Check all locking devices. Lubricate as required.	✓		
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.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
FENCES				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	✓		
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	✓		
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	✓		
4	Treat with galvanized protectant where rust has developed.	✓		
5	If approved, apply weed control along entire base of fence. Consult the Safety Data Sheets (SDS) for hazardous ingredients and proper personal protective equipment (PPE).	✓		
6	Check that shrubs and trees are pruned clear of fencing	✓		

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:**

