

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES, FENCES, SECURITY AND ACCESS**

**SITE AND BLDG #:** WV014-01

**MECHANIC  
SIGNATURE:**

**DATE:** 7-2-15

**LOCATION/RM #:**

**START TIME:** 1:20

**FINISH TIME:** 1:45

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	9897	7592					J-1502000-49 1-pc Single Gate Manual Sliding Exterior	
WV014-01	9897	7625					J-1502000-49 1-pc Single Gate Manual Swinging Exterior	
WV014-01	9897	7626					J-1502000-49 1-pc Single Gate Manual Swinging Exterior	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	X		
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.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
<b>GATES</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		
3	Inspect center gate support rollers and lubricate as required.	X		
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.	X		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>FENCES</b>				
1	Check posts and corner posts, support guys, and horizontal bars between each support post.	X		
2	Check wire and anchor point; re-stretch and re-anchor if necessary.	X		
3	Inspect fence anchors along the bottom of the fence and at the point where the fence is connected to the post.	X		
4	Treat with galvanized protectant where rust has developed.	X		
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).		X	
6	Check that shrubs and trees are pruned clear of fencing	O		

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:**



