

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **MANUAL/AUTOMATIC OVERHEAD DOORS**

SITE AND BLDG #: WV046-01

MECHANIC

SIGNATURE:

Patrick D. Davis

DATE: 14 January 19

LOCATION/RM #:

START TIME: 7:30

FINISH TIME: 3:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV046-02	6947	8022		Overhead	N/A	011635	J-1502000-56 1-pc Steel, Roll Up, Fire Door, 3Wx3H	Rm 104
WV046-02	6947	8023		overhead	N/A	011634	J-1502000-56 1-pc Steel, Roll Up, Fire Door, 4ftWx3H	Rm 104
WV046-02	6947	8024		overhead	N/A	011633	J-1502000-56 1-pc Steel, Roll Up, Fire Door, 4ftWx3H	Rm 105
WV046-02	6947	8025		Overhead	N/A	011632	J-1502000-56 1-pc Steel, Roll Up, Fire Door, 5ft 4inWx3H	STORAGE
WV046-02	6947	7821		Overhead	N/A	N/A	J-1502000-52 2-pc Overhead Door, Steel, Roll Up, 16.5Wx16H	Garage
WV046-02	6947	7854		overhead	ADA-100	N/A	J-1502000-52 6-pc Overhead Door, Steel, Roll Up, 16.5Wx14H	Garage
WV046-01	6979	8020		Overhead	N/A	066523-E	J-1502000-56 1-pc Roll-up Fire Door, 11Wx4H	Kitchen
WV046-01	6979	7680		N/A	N/A	N/A	J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 12Wx12H	Assembly Hall
WV046-01	6979	7794		N/A	N/A	N/A	J-1502000-52 1-pc Overhead Door, Steel, Roll Up, 8.5Wx11H	Storage
WV046-01	6979	8021		overhead	N/A	066523-H	J-1502000-56 1-pc Small Interior Roll-up Fire Door, 3Wx3H	Vestibule

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:**

