

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

**SITE AND BLDG #:** Key 116

**MECHANIC SIGNATURE:** Philbauer    **DATE:** 7/22/19

**LOCATION/RM #:** 122    **WO#** \_\_\_\_\_

**ASSET #** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

ITEM #	DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS IF TASK COMPLETELY CHECKED NO PROBLEMS/AMOUNT
		YES	NO	
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
3	Check with door operating personnel for any known deficiencies.	<input checked="" type="checkbox"/>		
4	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.	<input checked="" type="checkbox"/>		
5	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	<input checked="" type="checkbox"/>		
6	Check operation of safety edges, stops, electric eye, treadle, or other operating devices. Clean and make required adjustments or repairs.	<input checked="" type="checkbox"/>		
7	Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.	<input checked="" type="checkbox"/>		
8	If applicable, examine all wiring, motor, starter, push button, etc., blow out or vacuum if needed.	<input checked="" type="checkbox"/>		
9	If applicable, inspect gear box, change or add oil as required.	<input checked="" type="checkbox"/>		
10	Perform required lubrication. Remove old or excess lubricant.	<input checked="" type="checkbox"/>		
	Clean unit and mechanism thoroughly. Touch up paint where required.	<input checked="" type="checkbox"/>		
	Clean up and remove all debris.	<input checked="" type="checkbox"/>		

**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:**

Assess if door surface

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