

## November checklist 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
GATESSITE AND BLDG #: **ny024**MECHANIC SIGNATURE: **Ramon V**DATE: **11-2-2021**LOCATION/RM #:      WO# **14975**      ASSET # **9761**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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  | Review manufacturer's instructions.   |               |    |   |
| 3  | Schedule shutdown with operating personnel.   |               |    |   |
| 4  | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                   |               |    |   |
| 5  | This work should be scheduled at non-peak hours.  |               |    |   |
| 6  | Notify affected personnel before performing PM (alarmed or security entrances).   |               |    |   |
| 7  | Post "out of service" signs and/or barricades, as appropriate.  |               |    |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.  |               |    | yes   |
| 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.   |               |    | clean and remove dirt around the gate                                   |
| 8  | Check hold open devices for proper operation. Lubricate as required.  |               |    |   |
| 9  | Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.   |               |    |   |

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**