

January checklist 2023

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GATESSITE AND BLDG #: **ny116**MECHANIC
SIGNATURE: _____DATE: **1-18-2023**LOCATION/RM #: _____ WO# **20384** ASSET # **10755**

START TIME: _____

FINISH TIME: _____

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	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.			
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.			
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: