| Prevantative Maintenance Inspection Checklist | |
|---|---|
| **Location:** | **Date:** |

Grade each element below: Pass Fail N/A

| ⚠ LUBRICATION AND CHECKS - VISUAL AND OPERATING CHECKS ONLY<br>WARNING - KEEP HANDS AWAY FROM THE DOOR | Door | Door | Door | Door |
|---|---|---|---|---|
| **DOOR OPERATOR & SAFETY DEVICES :** | | | | |
| 1. The door operates smoothly and quiety without binding or scraping/grinding noises | | | | |
| 2. The movement of the door is free of any obstruction, stationary or moveable | | | | |
| 3. Door stops softly at the floor and at the top of it opening motion | | | | |
| 4. All operator controls function properly (open/closestop buttons, key controls, sensors, etc) | | | | |
| 5. All safety devices function properly (photo-eyes, safety edges, horns, lights) | | | | |
| 6. All safety and warning lables are intact | | | | |
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| **INSPECTIONS & LUBRICATION:** | | | | |
| 7. Inspect door sections for damage | | | | |
| 8. Inspect door for level (door should not be visually crooked) | | | | |
| 9. Grease & Inspect hinges (centre and edge) for damage, loose fasteners | | | | |
| 10. Grease & Inspect rollers for damage, wear, bad bearings | | | | |
| 11. Inspect cables for signs of damage, wear (eg fraying) ⚠ | | | | |
| 12. Inspect bottom brackets for damage, loose fasteners ⚠ | | | | |
| 13. Inspect vertical track and track brackets for damage, secure fastening to the jams | | | | |
| 14. Grease & Inspect torsion spring assembly for damage (eg. Broken spring, worn bearings, bent shaft) ⚠ | | | | |
| 15. Inspect torsion spring assembly for secure fastening to the wall | | | | |
| 16. Inspect horizontal track and back-hanging for damage, secure fastening | | | | |
| 17. Inspect that electric operator is securly fastened to the wall (or ceiling w/ trolley style) | | | | |

| **NOTES:** |
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