

Community: _____

Date: _____ Time In: _____ Time out: _____

Tech: _____ Gate: _____ Notified: _____



Slide Gate Preventative Maintenance Contract (PMC) Checklist

Maintenance Item	Checklist (use separate list for each gate)	Maintenance Notes
Current Sensor	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Adjust to most sensitive setting for operation (consider wind load)
Clutch	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Adjust to most sensitive setting for operation (consider wind load)
Battery Backup	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Inspect and test (turn off power to ensure gates open)
Operator Mount	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check frame for excessive rust and that anchors are tight and secure
Limit Settings	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check gate open and close alignment (should not hit physical stops)
Set Screws	<input type="checkbox"/> Okay <input type="checkbox"/> Tightened <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check and tighten all set screws
Belts	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Inspect and replace as necessary
Gearbox Oil	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check oil level and for leaks (add oil as necessary)
Driveline & Chains	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Inspect for gearbox play, keyways, welds, and chain wear.
House Keeping	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Vacuum out operator and dress in loose wiring and devices
Operator Cover	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Inspect for cracks and missing kludge cover
A/R Loop System	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	5 Min. hold open test and inspect for exposed wires
Exit Loop System	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	5 Min. hold open test and inspect for exposed wires
Sprocket & Idlers	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Gate Chain	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check for alignment, tension, and lubricate
Radio Receiver	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical check and receiver range check
Sensing Edge	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Photo Beam	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Guest Entry System	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Clean face, test entry code and call at least one resident
Card Reader	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Keypad	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Fire Switch	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and wiring check
Maglock	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check
Roller Assembly	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical inspection for damage and proper rotation
Wheels	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Inspect "v" groove wear and jack up gate to check bearing wear
Gate Track	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check anchors, welds, and general condition (is it secure?)
Catch Receiver	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check (check for gate alignment and limits)
Gate	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Physical and operational check (check for damage and alignment)
Related Fencing	<input type="checkbox"/> Okay <input type="checkbox"/> Adjusted <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	Check for physical damage and general entry appearance

Remember to look at the entire gate and entry system as if it is your own community and take pride of ownership

Parts Used:			
Location	Quantity	Part Number	Description

Estimate Required: <i>(take pictures for review at the office)</i>			
Location	Quantity	Part Number	Description