# APPENDIX C PM CHECHLIST

Performing quarterly preventive maintenance on automatic sliding, swinging, and handicap doors ensures safety, compliance, and smooth operation, following manufacturer-recommended practices and checklists.

Key Components to Inspect

1. Door Sensors and Safety Systems

    -Inspect motion sensors (infrared, radar) for correct alignment and sensitivity; adjust if necessary

    -Clean sensor lenses and covers to ensure accurate detection

    -Test emergency stop functions and safety edges to confirm proper operation

2. Mechanical Components

    -Examine rollers, hinges, pulleys, and tracks for wear, alignment, and smooth movement

    -Lubricate moving parts per the manufacturer's specifications to prevent friction and wear.

    -Check belt tension and adjust if loosened, and ensure stoppers and electronic locks function correctly

3. Electrical and Power Systems

    -Inspect wiring, connectors, and control panels for secure connections and integrity

    -Test any battery backup or low-energy operation components to confirm functionality during outage situations

4. Door Alignment and Operation

    -Verify proper door closing and opening speeds, ensuring smooth and full range motion

    -Check weather seals and strips for wear; replace when compromised

    -Confirm access control integration, such as push plates or automatic triggers, functions reliably

5. Cleaning and General Maintenance

    -Remove debris from tracks and surrounding areas to prevent obstruction

    -Clean glass panels and hardware surfaces to maintain aesthetics and operation

    -Ensure surrounding floor mats, areas, and obstacles do not interfere with door movement

6. Documentation and Reporting

    -Record the maintenance and inspection activities, noting any adjustments, repairs, or replacements

    -Schedule the next quarterly maintenance and keep logs for compliance and future reference