



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 290
VERSION: 2

SUBJECT: DOORS

POLICY:

The Lock and Carpenter Shops perform monthly checks of all fire rated cross-corridor and stairwell doors in the MACC. Other corridor doors are serviced quarterly in the MACC and outside health clinics. Non-rated doors are serviced on an as needed basis.

PURPOSE:

To ensure proper operation of all doors.

PROCEDURE:

All doors are to be inspected and serviced as per regulatory compliance and the Preventative Maintenance Program.

1. Test door for automatic closing and latching.
2. Check closures to insure they are operating properly.
 - A. Remove cover of door closure.
 - B. Locate nut adjuster for force of closure. Open door 90 deg. and adjust door force.
 - C. Locate latch speed adjustment, and adjust latch speed.
 - D. Locate door speed adjustment, and adjust door speed.
 - E. Check all adjustments and log in preventive maintenance documents.
3. Check latch speed, swing speed for proper pressure.
4. Lubricate latches and hinges.
5. Examine door and hardware for damage.
6. Check magnetic door holders.
8. Exam rooms – When fully open must be held open by the closer.
9. Repairs that cannot be performed within 48 hours of identification are to be reported to the Facilities manager for inclusion into the Statement of Conditions.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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Supersedes:	