



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 453
VERSION: 1

SUBJECT: OVERHEAD DOORS

POLICY:

All overhead doors are to be inspected and serviced on a regular basis as per manufactures specs and the Preventative Maintenance Program.

PURPOSE:

To ensure the safe operation of all overhead doors.

PROCEDURE:

The overhead doors are to be inspected and serviced on a quarterly basis.

1. Clean unit as needed. Wear gloves, mask, goggles, and gown whenever repair warrants such protection.
2. Check condition of door. Look for possible damage.
3. Perform operational check for full up and down movement. Inspect all moving surfaces, chains, gears, roller tracks, lift cables, and latches.
4. Lock gears and roller tracks.
5. Check weather strip for wear.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/23/2013	Original Date: 10/01/2013
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	