



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 484  
VERSION: 1

## **SUBJECT: AUTOMATIC DOORS**

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### **POLICY:**

All automatic doors are to be inspected and serviced as per Regulatory compliance, manufactures specifications and The Preventative Maintenance program.

### **PURPOSE:**

Regularly scheduled maintenance on all automatic doors will be performed to ensure safe and proper operation.

### **PROCEDURE:**

#### **DAILY:**

The operation of all automatic doors will be checked on a regular basis to ensure they are safe and functioning normally. All inspections and work is to be done as per the Preventative Maintenance Program and the manufactures specifications.

If any automatic door is malfunctioning or found to be unsafe, it is to be reported to the Facilities Office and Security, and then repaired immediately.

#### **ANNUALLY:**

A complete service will be done on all automatic doors on an annual basis. This service is to be done as per the Preventative Maintenance Program and the manufactures specifications.

Keep an inventory of spare parts, so repairs can be done quickly and efficiently.

**DO NOT LEAVE ANY DOOR IN SERVICE IF IT FAILS ANY OF THE SAFETY INSPECTIONS.**

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