

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 624
VERSION: 1

SUBJECT/TITLE: ELLIS OVERHEAD DOORS

POLICY: Service quarterly (4 Doors).

PURPOSE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE:

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

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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Distribution: Facilities	
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