Date

Initials

Automatic Gates / Doors

Automatic entry gates and doors to and from grounds and buildings should be inspected bi-weekly, as they are critical points of vehicular and pedestrian security and safety. Routine maintenance is the best method to ensure operational integrity. *(See the Maintenance Cost Data in the **Appendix** for a complete PM estimate for overhead doors.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

Automatic vehicular gates

- ☐ Binding integrity
- ☐ Parts condition
- ☐ Hinge and bracket condition
- ☐ Security
- ☐ Stability
- ☐ Lubrication of wheels and pulleys
- ☐ Track alignment
- ☐ Security of fence fabric
- Motors
  - ☐ Cleanliness
  - ☐ Lubrication
  - ☐ Stability
  - ☐ Structural integrity
  - ☐ Shaft condition
  - ☐ Bearing condition
  - ☐ Overload and other relay condition
  - ☐ Circuit breaker condition
  - ☐ Chain and/or belt condition
- ☐ Overall condition

Date

Initials

Automatic Gates / Doors

BI-WEEKLY

- **Automatic doors for ADA-compliant entrance, overhead doors (e.g., shipping, receiving), or garages**
  - Nut, bolt, and fastener condition
  - Operating devices (motors), pneumatic powering
    - Cleanliness
    - Lubrication
    - Stability
    - Structural integrity
    - Shaft condition
    - Cable condition
    - Bearing condition
    - Overload and other relay condition
    - Circuit breaker condition
  - Overall appearance for damage or vandalism
  - Reversing mechanism operation
  - Overall operation
  - Weatherproofing/caulking condition
  - Lubrication of guides, hinges, and locks
  - Roller alignment
  - Glazing integrity
  - Hinge condition
  - Lock condition and security
  - Alignment
    - Plumb
    - Building settlement
    - Straightness of guides
  - Overall condition for deficiencies such as water intrusion and corrosion
- **Other**

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Automatic Gates / Doors

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Automatic vehicular gates**
- ☐ **Automatic doors for ADA-compliant entrance, overhead doors, or garages**
- ☐ **Other**

Date
Initials

Lighting: Exterior & Interior

Apartment communities and other multi-family housing have substantial liability in the area of lighting, as it is a crucial element in the provision of safety and security. All lighting systems should be inspected bi-weekly, and care must be taken to identify and correct deficiencies.

This PM checklist should be applied to the following lighting systems:

- Building exterior
- Pedestrian walkways
- Parking areas
- Landscape
- Building interior (stairways, management offices, hallways, exits, and common areas such as recreational and laundry facilities and the lobby, etc.)
- Emergency lighting

Various fixture and lamp types may be used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS).

Lighting systems should be designed to provide maximum, appropriate illumination at minimal energy expenditures. Lighting maintenance processes should include a general awareness of factors that cause malfunctions in lighting systems, such as dirt accumulation and lumen depreciation. It is important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration. *(See Part Two for more information on lighting system PM.)* Illumination should be maintained according to the Illuminating Engineering Society's recommended levels. *Note: Replacement of flickering or burned-out bulbs or lamps must be immediate. (See the Maintenance Cost Data in the* ***Appendix*** *for a complete PM estimate for emergency lighting systems.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

Date

Initials

Lighting: Exterior & Interior

BI-WEEKLY

- ☐ **Cleanliness**
- ☐ **Voltage consistency**
- ☐ **Glassware condition**
- ☐ **Diffusing louver condition**
- ☐ **Counter reflector condition**
- ☐ **Fixture support condition**
- ☐ **Stanchion condition**
- ☐ **Luminary condition**
- ☐ **Wire condition**
- ☐ **Ballast condition**
- ☐ **Timer/sensor function**
  (make seasonal adjustments)
- ☐ **Junction box and cover condition**
- ☐ **Switch condition**
- ☐ **Outlet and cord condition**
  (if applicable)
- ☐ **Protective caging condition**
  (if applicable)
- ☐ **Overgrowth** of trees or shrubs (for exterior lighting)
- ☐ **Overall condition** for deficiencies such as arcing, wire exposure, unauthorized connections, and moisture problems
- ☐ **Other**

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Lighting: Exterior & Interior

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Cleanliness**
- ☐ **Voltage**
- ☐ **Glassware**
- ☐ **Diffusing louvers**
- ☐ **Counter reflectors**
- ☐ **Fixture supports**
- ☐ **Stanchions**
- ☐ **Luminary**
- ☐ **Wires**
- ☐ **Ballasts**
- ☐ **Timer/sensor**
- ☐ **Junction boxes and covers**
- ☐ **Switches**
- ☐ **Outlets and cords**
- ☐ **Protective caging**
- ☐ **Overgrowth of trees and shrubs**
- ☐ **Overall condition**
- ☐ **Other**

Date

Initials

Security Systems

Security has become a focus of attention nationwide. Bi-weekly preventive maintenance of security systems is critical for occupant safety. Due to the technical nature of most security systems and services, it is recommended that security components be serviced by independent contractors. However, maintenance personnel should monitor contractors' work and can conduct the following general PM inspections. *(See also corresponding checklists for **Automatic Gates**, **Doors & Windows**, **Alarm Systems**, and **Lighting**.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

Walkie-talkies and chargers

- ☐ Charge
- ☐ Battery efficiency
- ☐ Function
- ☐ Possession by authorized users
- ☐ Reserve unit supply
- ☐ Overall condition

Buzzer/intercom system

- ☐ Function
- ☐ Overall condition

Telephone/paging system and stations (including assigned cell phones)

- ☐ Function
- ☐ Console condition
- ☐ Contractor service schedule for timeliness
- ☐ Distribution system
- ☐ Speaker function
- ☐ Overall condition

Surveillance and digital cameras/monitors

- ☐ Function
- ☐ Fixture integrity
- ☐ Mounting condition/stability
- ☐ Location accuracy
- ☐ General console condition
- ☐ Power source continuity
- ☐ Overall condition

Date

Initials

Security Systems

BI-WEEKLY

Restricted access doors or access areas

- ☐ Operation
- ☐ Compliance with egress requirements
- ☐ Security
- ☐ Stability
- ☐ Hardware condition
- ☐ Overall condition

Guard house

- ☐ Overall security and function
- ☐ Communication system function
  *(See also **Automatic Gates**)*

Emergency call box station

- ☐ Lighting function
- ☐ Phone function and condition
  *(See also **Lighting**)*

☐ Other

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Security Systems

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Walkie-talkies and chargers**
- ☐ **Buzzer/intercom system**
- ☐ **Telephone/paging system**
- ☐ **Surveillance and digital cameras/monitors**
- ☐ **Restricted access doors**
- ☐ **Guard house**
- ☐ **Emergency call box station**
- ☐ **Other**

Date

Initials

Special Requirements

This space is provided to list additional equipment, systems, and materials that are not covered in the "Bi-Weekly" category of checklists, but fall into this interval of inspection frequency. Fill in the information about the equipment, components to be inspected, and any necessary PM tasks. Check each box when the item has been completed.

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