

CUSTOMER
SITE NAME
SITE ADDRESS
SITE CONTACT

DOOR DESCRIPTION

CONTACT ☎

DATE

Due to safety regulations any doors over 3500mm high require the use of a safe working platform.

Checklist	PASS	FAIL	REQUIRES ATTENTION
Barrel			
1. Check barrel bracket fixings. Tighten and re-fix if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Check ferrule fixings, re-secure if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check top slat fixings, replace if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Check condition of end bearings/bushes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Re-tension springs if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gearing (Hand chain operation)			
6. Check gearing alignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Check chain condition and joining link.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Tension drive chains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Lubricate Hand Chain Wheel bush and lightly oil drive chain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gearing (Motorised operation)			
10. Check gearing alignment, tension chain if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Check limit switch cover and settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Check gearbox fixings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Lightly oil chains. (On high cycle installations renew drive chain annually).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Check gearbox seals for signs of wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curtain			
15. Inspect curtain and lateral control system for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Check windlocks/end plugs where fitted, inspect fixings, re-rivet if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ensure bottom bar stops are fitted. Re-tighten if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Check service label. Replace if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guides			
19. Check guide fixings and guide clamps, straighten and replace if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Inspect guides for damage, make minor repairs if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Clean out old lubrication and re-lubricate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mullions			
22. Check aluminium guide fibre strip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

INSPECTION COMPLETED BY:.....

SIGNED:

