

Maintenance Task

PM No. **Title**

F11 **FIRE/NON-FIRE DOORS AND WINDOWS**

Frequency

SEMIANNUAL

MAINTENANCE TASK DESCRIPTION:

1. Check and inspect fire door.
2. Lubricate all moving components.
3. Operational check fire door.

SPECIAL INSTRUCTIONS:

1. Follow site safety procedures and your supervisor's instructions.
2. Record and report to your supervisor any equipment damage or deficiencies found during this maintenance task.
3. Record all test results in the component maintenance log.
4. Obtain and review manufacturer's operation and maintenance instructions.
5. All tests shall conform to the manufacturer's test procedures and standard values.

PROCEDURES:

1. Doors:
 - a. Remove all hold-open devices such door stops and door wedges except approved electromagnetic hold open devices.
 - b. Check hang and swing for close fit. Doors must latch on normal closing cycle and have a neat fit.
 - c. Remove any obstructions that retard full swing or movement of door.
 - d. Test operation of panic hardware and door locks.
 - e. Inspect door coordinates on pairs.
 - f. Check operation of any special devices such as smoke detectors or magnetic door releases.
 - g. Inspect door for damage.
 - h. Lubricate hinges and other friction points.
 - i. Inspect and repair weather stripping.
2. Windows:
 - a. Inspect glazing for cracks and stress.
 - b. Inspect seals and weather proofing for integrity. Repair as necessary.
 - c. Inspect slides and opening devices for ease of operation.
 - d. Lubricate friction points and rollers as necessary.

TOOLS, MATERIALS, AND EQUIPMENT:

1. Mechanic's tool set.
2. Lubrication.
3. Weather stripping.

ENGINEER'S NOTE:

1. Keep a log of all doors by facility and room number checked under this procedure.