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| Building Maintenance | | | | | Task: | Fences & Gates | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Manual Gates (Driveway or Entryway)**   * Inspect the condition and operation of the hinges and latches to ensure they are secure and check for rust. * Verify that the lock/locking mechanism is functioning and lubricated properly. * Inspect the gate for proper opening/closing operation. * Inspect paint finish and touch up where needed with appropriate color, sheen and paint type.   **Power Gates (Driveway)**   * Verify that the loop detector, limit switch and remote control are in good operation. * Verify that the electrical box is waterproof and that all electrical connections are in good order. * Verify the stroke length of the closer arm. * Inspect the condition of the paint on the main gate. * Verify the intercom is functioning. * Verify that the bump stop is in good condition. * Verify that the gate fully opens and closes smoothly. * Grease the hinges and wipe away the excess (refer to manufacturers instructions for appropriate grease) * Verify that reflectors are in place.   **Fences**   * Inspect for holes, damage or rust on the fence and touch up as needed.   Ensure that vegetation/trees are not growing on or through the fence. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |