READY TO INSPECT — FIELD CHECKLIST

# Automatic door operator annual maintenance checklist

The annual automatic door operator service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The door service tech on the annual service, resetting the operator's parameters and running the door through its full cycle and safety checks.  When: Once a year, the pass that resets opening and closing force, speed and timing to the manufacturer's figures and rechecks every sensor, rather than the quarterly walk-by.

## Notice and lockout

- [ ] Owner told and an alternate entrance signed for the service
  Service window agreed with the owner, the opening closed to traffic and an alternate route signed, including an accessible one where this is the accessible entrance.
  No photo required

- [ ] Operator supply locked and tagged before the header opens
  Circuit and battery locked, tagged, tried dead, arm held or spring released as the manufacturer directs before it comes off. Powered tests: hands clear, lock off by whoever hung it, then re-locked.
  1 photo required

## Operator adjustment

- [ ] Opening and closing force, speed and timing reset to specification
  Parameters set back to the manufacturer's figures, force measured within the limits for its type, low-energy or full-power, per the applicable standard, backcheck and latch smooth.
  2 photos required

- [ ] Mechanism, arms and fasteners serviced
  Arms, spindle and fasteners tight and lubricated per the instructions, no play in the linkage, spring or motor sound, closer fluid not weeping.
  1 photo required

- [ ] Controller wiring and terminations inspected in the header
  Terminals tight, no scorching or chafed conductors at the header entry or any cable crossing to the door, controller and power supply free of dust and moisture.
  1 photo required

- [ ] Activation devices and their wiring secured
  Push plates, wall actuators and approach sensors fixed firmly on their mounts, their cables protected in the frame or wall, and any wireless actuator battery changed per the instructions.
  1 photo required

## Safety verification

- [ ] Door behavior on power loss matches the instructions
  Supply opened with the opening clear, and the door seen doing what the manufacturer's instructions set, such as closing on its spring, opening by hand or opening on battery.
  1 photo required

- [ ] Fire alarm release checked on fire-rated or egress-control doors
  Where the operator is tied to the fire alarm, the release seen during the alarm contractor's test after the monitoring company is told, door closing and latching or opening as designed.
  No photo required

- [ ] Full activation and safety sequence re-run after adjustment
  After adjustment, the door re-cycled from its normal activation and the presence and approach sensors re-verified stopping or reversing the door on a person, with no blind spot.
  2 photos required

- [ ] Certified automatic door inspector's annual inspection completed
  Safety inspection done by the certified automatic door inspector, the dated inspection label on the door and the inspector's report left with the owner, open items noted.
  1 photo required

## Documentation

- [ ] Cover on, lock removed and door handed back to the owner
  Header cover fastened, tools cleared, lock removed by the person who hung it, mode switch at the owner's setting and the door cycled once more before the opening reopens.
  1 photo required
- [ ] Settings and safety results recorded
  Force, speed and timing figures and the sensor verification logged with a photo and a date, any part replaced noted so the next service has the history.
  1 photo required