

Automatic door operator quarterly maintenance checklist

A quarterly automatic door operator round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 tech or maintenance person walking each powered entrance on the quarterly round, cycling the door from its normal activation and watching how it opens on and closes behind a person. When: Every quarter, and after any adjustment or hardware swap, since operators drift out of adjustment gradually and a door that closes a touch too hard or too fast becomes a hazard before anyone reports it.

Activation and sensors

- ☐ **Door activates from its normal control**
Door opens reliably from the actuator, push plate or approach sensor a user would use, not just from a service switch, and doesn't nuisance-cycle on nothing. 1 photo required
- ☐ **Safety sensors stop or reverse the door on a person in the path**
Presence and approach sensors seen holding the door open or reversing it when someone is in the opening, no blind spot at the threshold or the swing side. 2 photos required

Motion and timing

- ☐ **Opening and closing speed and hold-open time observed**
Door opening and closing smoothly at a controlled speed, hold-open time long enough for a slow user to pass, no slamming into the backcheck or the latch. 1 photo required
- ☐ **Opening and closing force checked against the operator's setting**
Force to push the door open by hand and the closing force observed within the low-energy limits the operator is set for, not stiff or heavy on a person in the way. 2 photos required

Hardware and signage

- ☐ **Guide rails, signage and hardware in place**
Any required guide rails and knowing-act signage present and legible, hinges and arms tight, weatherstrip not dragging, nothing binding the swing. 1 photo required