READY TO INSPECT — FIELD CHECKLIST

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.

Before the round

- [ ] Owner's daily safety check record reviewed
  The owner's staff daily check log for this entrance looked over, and gaps or any reported strikes, stalls or faults noted and followed up on this visit.
  No photo required

- [ ] Traffic at the opening managed while the door is cycled
  People routed to another entrance or the opening attended during tests, so no one walks into a door whose sensors are being checked or adjusted.
  No photo required

Activation and sensors

- [ ] Mode switch found at the owner's intended setting
  Program or mode switch in the setting the owner uses, such as automatic, hold-open or off, keyed or covered where provided, and returned to that setting when the round ends.
  1 photo required

- [ ] 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

- [ ] Sensor faces clean and mounts tight
  Approach and presence sensor faces wiped clean, mounts and covers tight, and nothing in their field of view such as signs, banners or displays hung near the door.
  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 limits for its operator type, low-energy or full-power, per the manufacturer and the applicable standard.
  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

- [ ] Threshold and swing path clear
  Floor at the threshold and across the swing path level and clear of debris, ice, mats or stored items, so the door travels without dragging or catching.
  1 photo required

- [ ] Operator header cover closed and fastened
  Header cover seated with its fasteners in place and no wiring exposed, checked from the floor without opening the operator, any rattle or rubbing noted.
  1 photo required

- [ ] Unsafe door switched off and reported to the owner
  A door that strikes, fails to stop or reverse, or won't close is set to off or manual as the manufacturer's instructions allow, signed and reported to the owner for repair.
  No photo required