## DOOR OWNER’S MONTHLY INSPECTION CHECKLIST—SECTIONAL DOORS

**LOCATION:**

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<th>DATE:</th>
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Grade each element below:  
- **Pass** — ✓  
- **Fail** — x  
- **Not Applicable** — N/A

| CHECKS—VISUAL AND OPERATING CHECKS ONLY |
| WARNING—KEEP HANDS AWAY FROM THE DOOR |

### DOOR, OPERATOR & SAFETY DEVICES OPERATION:

1. The door operates smoothly and quietly without binding or scraping / grinding noises.
2. The movement of the door is free of any obstruction, stationary or moveable.
3. Door stops softly at the floor and at the top of its opening motion (w/ electric operator).
4. All operator controls function properly (open/close/stop buttons, key controls, etc.).
5. All safety devices function properly (photo-eyes, safety edges, horns, lights).
6. All safety and warning labels are intact.

### VISUAL INSPECTIONS:

1. Inspect door sections for damage
2. Inspect door for level (door should not be visually “crooked")
3. Inspect hinges (center and end hinges) for damage, loose fasteners
4. Inspect rollers for damage, wear
5. Inspect cables for signs of damage, wear (eg. fraying)
6. Inspect bottom brackets for damage, loose fasteners
7. Inspect vertical track and track brackets for damage, secure fastening to the jambs
8. Inspect torsion spring assembly for damage (eg. broken spring, worn bearings, bent shaft)
9. Inspect torsion spring assembly for secure fastening to the wall
10. Inspect horizontal track and back-hanging for damage, secure fastening
11. Inspect that electric operator is securely fastened to the wall (or ceiling w/ trolley style)

### NOTES:

Call your professional door dealer if any of the checks fail or if you are concerned about a door’s safety or operation.

The above monthly visual and safety device checks should be performed between scheduled PMs, and are often required to comply with manufacturer’s recommendations. Do not operate the door if there is obvious binding or grinding / scraping noises. **WARNING:** The door is constantly under extreme spring tension. **DO NOT** attempt any adjustments or repairs, especially to the cables, spring assembly or bottom brackets. All maintenance should be performed by a trained door systems technician.

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