

ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

Outcome / Purpose – To ensure the Roller door remain in service, fully operational and able to secure the opening.

TASKS

1. **Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
2. **Before Photos** – Provide a photo of each Roller door being serviced clearly showing the location of the Roller Door
3. **Service Roller Door(s)** – Carry out a full service of the Roller door(s) and all components to ensure the roller door(s) remain fully operation and functioning correctly. The service should at least include the following:
 - a. **Track** - Inspect the track inspection for corrosion, deterioration or damage.
 - b. **Clean and Grease** – Scrape off the old grease from the tracks and apply new grease.
 - c. **Motor** - Check the motor and electrical connections leading into the motor are sealed and insulated.
 - d. **Motor** - Check the motor wiring and electrical connections and rectify if required.
 - e. **Motor** - Check and service the motor and motor components to ensure the Roller door is fully operational.
 - f. **Operation** - Check the operation of the Roller door as it travels across the tracks and identify any locations of abnormal operation.
 - g. **Limit Switches if present** – Ensure if the Limit switches are fully functional.
 - h. **Fire exit door (Wicket gate / Personnel gate)** – If applicable ensure that the Fire exit door(s) within the roller door(s) are fully operable and can be latched open with limit switches in engaged position.
 - i. **Guide straps** – Check guide strap for wear and tear , slack and attachment points, replace if necessary
 - j. **End Clips** – Check the condition of plastic / nylon end clips for cracks and deterioration, replace if necessary.
 - k. **Chain and block** - Check operation and service the emergency chain and block.
 - l. **Slats** – Check slats for any damage or deterioration.
 - m. **Locking Mechanisms** – Check all locks and locking mechanisms to ensure the roller door is able to be locked to secure the opening.
 - n. **Any other Service Works** - Undertake servicing for any other component to the roller door remains fully operational and lockable.
4. **Service Photos** – Provide photos of all items that display damage or deterioration for each roller door.
5. **Additional Corrective Photos** – Provide photos of any additional corrective maintenance items listed.
6. **Roller Door Service Form** – Complete the inspection report in full and attach any additional third party report by the service technician.
7. **Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the works are complete and any gates have been locked and of departure from site.

ROLLER DOOR DETAILS					
LOCATION ON SITE	SERIAL No. or DOOR ID/REF No.	ROLLER DOOR TYPE (Manual / Auto)	FIRE EXIT DOOR (Yes / No)	FIT FOR PURPOSE (Yes / No)	REASON IF NOT FIT FOR PURPOSE

ROLLER DOOR SERVICE		Yes	No	N/A
1.	Have all the Roller doors been fully serviced?			
2.	Are all Roller doors fully operational and lockable?			
3.	Have all before photos been taken?			
4.	Have all service photos been taken?			
5.	List any additional tasks undertaken as part of this service:			

ADDITIONAL CORRECTIVE WORKS		Yes	No	N/A
6.	Are any additional Corrective Works required?			
<p>Corrective Works Required/ Quantities /Additional Comments</p> <p>Use the space below to provide details of any additional corrective works including the quantity/extent of the work. Photos shall be provided for each items identified as needing corrective works.</p> <p>CORRECTIVE WORK PRIORITY</p> <p>Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/></p>				



	
Photo 1 – Before	Photo 2 - Before

Photo 3 – Before	Photo 4 - Before
Photo 5 – Before	Photo 6 - Additional Corrective
Photo 7 – Additional Corrective	Photo 8 - Additional Corrective
Photo 9 – Additional Corrective	Photo 10 - Additional Corrective

Technician Name (Print Name):	Date:
Signed:	Date: