

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

Outcome / Purpose – To ensure the automatic gates remain in service and fully operational.

TASKS

1. **Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
2. **Before Photos** – Provide a photo of the gate being serviced
3. **Service the Automatic Sliding Gate** – Carry out a full service of the automatic sliding gate and all components to ensure the gate is fully operation and functioning correctly. The service should at least include the following:
 - a. **Track/Rail** - Inspect the track/rail inspection for corrosion, deterioration or damage.
 - b. **Track/Rail** - Clear any debris on and around the track/rail.
 - 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 minor issues if required.
 - e. **Motor** - Check and service the motor and motor components to ensure the automatic sliding gate is fully operational.
 - f. **Operation** - Check the operation of the gate as it travels across the track/rail and identify any locations of abnormal operation.
 - g. **Sensors** - Clean all sensors installed and check that all sensors are functioning correctly.
 - h. **Rollers / Runners / Wheels** - Check and service any rollers and runners
 - i. **Remote Devices** - Check all remote devices that control the automatic gate operation (fixed, hard wired and/or portable hand held) and replace batteries if required.
 - j. **Intercom** - Check and service any intercom unit associated with the automatic gate.
 - k. **Clean** - Wipe clean the surfaces of the gate to remove any dust and grime build up.
 - l. **Any other Service Works** - Undertake servicing for any other component to the automatic sliding gate remains fully operational.
4. **Service Photos** – Provide photos of any items that display damage or deterioration.
5. **Additional Corrective Photos** – Provide photos of any additional corrective maintenance items listed.
6. **Automatic Gate 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 Grounds Maintenance works are complete and any gates have been locked and of departure from site.

AUTOMATIC GATE SERVICE		Yes	No	N/A
1.	Has the automatic gate been fully serviced?			
2.	Is the automatic gate fully operational and fit for purpose?			
3.	Have all after photos been taken?			
4.	List below all tasks undertaken as part of this service:			

ADDITIONAL CORRECTIVE WORKS		Yes	No	N/A
5.	Are any additional Corrective Works required?			
Corrective Works Required/ Quantities /Additional Comments 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.				
CORRECTIVE WORK PRIORITY Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>				

Photo 1 - Before	Photo - Additional Corrective
Photo - Additional Corrective	Photo - Additional Corrective

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