

Doors - Special

Activity		Type Of Service				
		A	B	C	D	E
Last Issue Date: 08/06/2017						
1	Check the condition of the door, including: a) Door panels and fixing of glazing material (if fitted). b) Doorframe. c) Overall alignment of the door leaf and the doorframe.				Y	
2	Check the condition and operation of the door hinges, including: a) For secure fixings. b) Lubricate if required.				Y	
3	Check the operation of the door, including: a) Open the door fully and check the balance of the door to see whether the door leaf stays stationary or starts to close. b) If the door starts to close adjust the tension of the grub screw located on the door hinge. Check the grub screw is secure. c) Retest ensuring the door remains stationary.				Y	
4	Check the condition, fixings and operation of the locking devices and any other door hardware. Lubricate if required.				Y	
5	Check the condition and operation of the door closer (if fitted). Lubricate if required.				Y	
6	Record the results in the log book.				Y	

Special Comments and Technical Data

D SERVICE ANNUAL
FOR HIGH RISK LOCATIONS INCREASE THE SERVICE FREQUENCY TO QUARTERLY.
ACTIVITIES AND SERVICE FREQUENCIES MAY VARY DEPENDING ON SITE CONDITIONS AND MANUFACTURERS RECOMMENDATIONS.

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For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Download Date: 22/12/2020

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