



Automatic Door Maintenance Checklist

12 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Check door leaves, glazing, and any manifestation for damage
- ☐ Confirm warning signage and floor markings are present and legible

Functional Checks

- ☐ Test activation sensors from all approach directions and at normal walking pace
- ☐ Verify drive belt or chain tension and check for wear
- ☐ Test the mode selector and confirm each mode behaves as labelled

Cleaning & Housekeeping

- ☐ Inspect and clean tracks, guides, rollers, and thresholds

Safety Checks

- ☐ Test safety and presence sensors, confirming the door stops or reopens as designed
- ☐ Measure closing and opening forces against the limits in the applicable standard
- ☐ Check break-out or emergency opening operates with the specified manual force
- ☐ Confirm operation on power failure matches the escape strategy for that door
- ☐ Check interface with fire alarm and access control where fitted

Record Keeping

- ☐ Record test results, forces measured, and any adjustments in the log

Maintenance Frequency

Monthly

- User check of safety sensor operation
- Visual inspection of tracks and door leaves

Every 6 Months

- Safety sensor testing
- Track and roller clean and inspection
- Drive and belt check

Annually

- Full service including force measurement
- Break-out and emergency operation test
- Fire alarm and access control interface test
- Log book update