Community: _____

Date: _____ Time In: _____ Time out:_____

Tech: _____ Gate:_____ Notified:_____

Swing Gate Keep MY Convenience (KMC) Checklist

Maintenance Item	Checklist (use separate list for each gate)	Maintenance Notes
Current Sensor	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Adjust to most sensitive setting for operation (consider wind load)
Clutch	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Adjust to most sensitive setting for operation (consider wind load)
Battery Backup	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Inspect and test (turn off power to ensure gates open)
Operator Mount	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Check frame for excessive rust and that anchors are tight and secure
Limit Settings	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Check gate open and close alignment (should not hit physical stops)
Set Screws	☐ Okay ☐ Tightened ☐ Repaired ☐ Replaced	Check and tighten all set screws
Belts	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Inspect and replace as necessary
Gearbox Oil	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Check oil level and for leaks (add oil as necessary)
Driveline & Chains	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Inspect for gearbox play, keyways, welds, and chain wear.
House Keeping	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Vacuum out operator and dress in loose wiring and devices
Operator Cover	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Inspect for cracks and missing kludge cover
A/R Loop System	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	5 Min. hold open test and inspect for exposed wires
"C" Loop System	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	5 Min. hold open test and inspect for exposed wires
Exit Loop System	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	5 Min. hold open test and inspect for exposed wires
Radio Receiver	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical check and receiver range check
Sensing Edge	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Photo Beam	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Guest Entry System	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Clean face, test entry code and call at least one resident
Card Reader	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Keypad	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Fire Switch	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and wiring check
Maglock	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Hinge Post	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical inspection for damage or rusting
Hinges	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical inspection and testing for wear. Lube zerk fitting hinges.
Gate Arm & Brkt	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check
Catch Receiver	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check (check for gate alignment and limits)
Gate	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Physical and operational check (check for damage and alignment)
Related Fencing	☐ Okay ☐ Adjusted ☐ Repaired ☐ Replaced	Check for physical damage and general entry appearance

Remember to look at the entire gate and entry system as if it is your own community and take pride of ownership

Parts Used:

Location	Quantity	Part Number	Description

Estimate Required: ***(take pictures for review at the office)***

Location	Quantity	Part Number	Description