GARAGE DOOR PREVENTATIVE MAINTENANCE CHECKLIST

Company Name: _____   **Customer Name:** _____

Technician Name: _____   **Address:** _____

Date: _____   **Phone:** _____

Preventative Maintenance Checklist

Maintenance Task	Completed	Notes
Visual Inspection		
Inspect door panels for dents, cracks, rust, or warping	☐	
Check weather stripping for cracks or gaps	☐	
Ensure door is level and aligned properly	☐	
Door Operation		
Test manual operation to ensure smooth movement	☐	
Verify door opens/closes without excessive force or noise	☐	
Test automatic opener functionality	☐	
Ensure door stays in place when partially opened	☐	

Maintenance Task	Completed	Notes
Tracks & Rollers		
Inspect tracks for bends, debris, or misalignment	☐	
Check rollers for wear, cracks, or rough movement	☐	
Clean and remove debris from tracks	☐	
Hardware & Key Components		
Inspect and tighten hinges, brackets, and bolts	☐	
Check pulleys for wear, rust, or misalignment	☐	
Ensure all fasteners are secure	☐	
Springs & Cables		
Inspect torsion/extension springs for rust or damage	☐	
Check lift cables for fraying or wear	☐	
Ensure safety cables (if applicable) are in place	☐	
Verify spring balance and tension	☐	

Maintenance Task	Completed	Notes
Safety Features		
Test auto-reverse function using an object under the door	☐	
Check and clean photo-eye sensors	☐	
Test manual emergency release function	☐	
Lubrication & Maintenance		
Apply lubricant to hinges, rollers, and bearings	☐	
Lubricate springs and opener chain/belt (if applicable)	☐	
Remove dirt and debris from moving parts	☐	
Garage Door Opener *(If applicable)*		
Inspect motor unit for unusual noise or wear	☐	
Test remote controls and wall-mounted buttons	☐	
Inspect drive mechanism (belt, chain, or screw)	☐	
Test backup battery (if applicable)	☐	

Inspection Summary

☐ **No Issues Found** – System is operating normally

☐ **Minor Maintenance Required** – Non-urgent repairs recommended

☐ **Urgent Repairs Needed** – Safety or operational concerns present

Notes & Recommendations:

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Customer Signature: _____

Technician Signature: _____