	Inspection / Maintenance Procedure	
	Doc Number GAC - MP - 001	Revision Date : 25 Dec 2018 Revision : 1

The users are expecting to use manufacturers' manual to maintain their assets. These general maintenance procedures to test/inspect assets where no specific manuals are available. When using these procedures, remember that these documents may not specify every single detail of your asset.

Scope: Scope of these procedures cover most residential and/or commercial fixed assets. For mobile assets (like car, bike, RVs etc.) recommend to follow manufacturers' manuals. For pets and human assets recommend to follow medical professionals' recommendations.

How to use: To use maintenance procedure of any asset go through page by page or able to download the procedure and also can print from the link below

[Garage door](#)

[Gutter](#)

[Roof](#)

[Siding](#)

Test/Inspect Garage Door

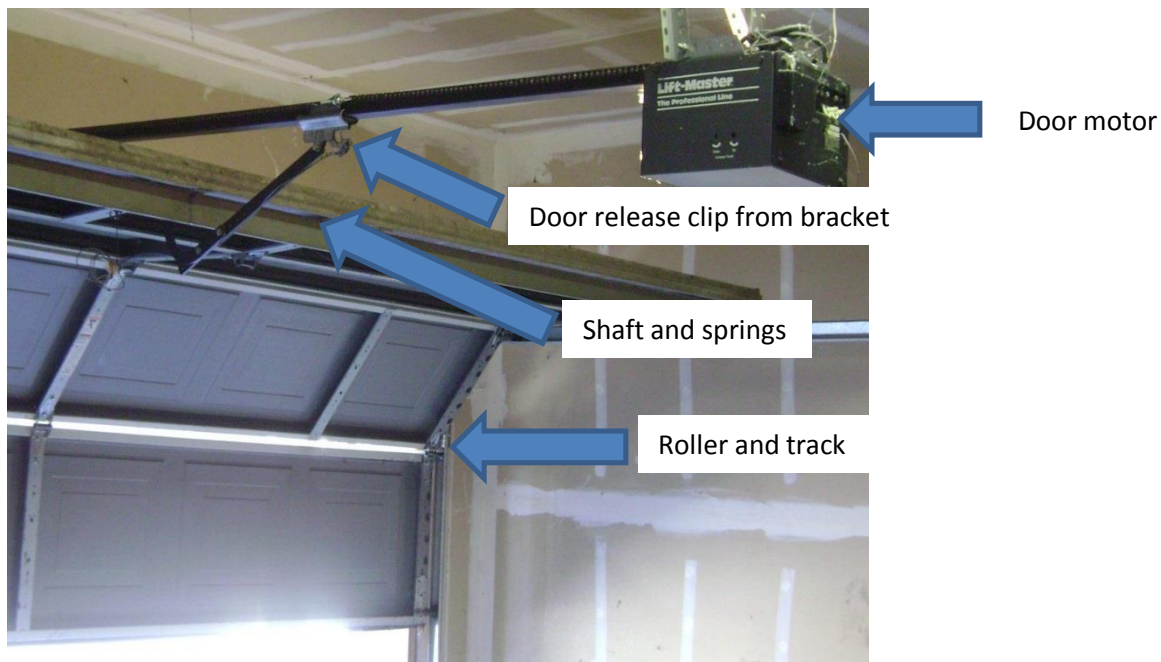
Asset Category: Exterior

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

Scope	General maintenance procedure to test/inspect Garage Door where no specific manual available.
Precautions	<ul style="list-style-type: none"> • Review manufacturers' manual for work and safety requirements • Complete hazard / risk assessment prior to any maintenance / inspection / testing work
Tool Required	<ul style="list-style-type: none"> • Screw drivers • Lubricant • Hammer • Socket wrench set • Pliers • Ladder • Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Follow user manual for normal operation
1.2	Check for any damage to the garage door

1.3	Visual check door spring to determine if its broken or not. Test the spring to determine if there is proper torque. Release the door from bracket, push the door half way open and if the door stays then spring torque is working (spring is not broken). Some garage door springs are inside the shaft which cannot be seen, but can confirm condition by the same test
1.4	Test door operation with button on the wall and with the remote/key pad
1.5	Check door balance wire
1.6	Check door rollers are running smoothly through the tracks
1.7	Test door reversal operation
1.8	Test the up and down limit is working properly (door stops in the correct position)
1.9	Check motor chain/belt is loose then normal (may need adjustment)
2.0	Lubricate the rollers and tracks with recommended lubricant
2.1	Check door edge rubber is in good condition and properly attached
2.2	Recommended to call certified professional



Common Failure & Troubleshooting

Failure	Troubleshooting
Beep sound interval	Check sensor alignment
Press and hold the wall button to close door	Check sensor alignment and spring is in good condition
Door does not open or close with remote	Check: <ul style="list-style-type: none"> • Wall button may be locked



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	<ul style="list-style-type: none"> • Battery of the remote may be weak • Sensor may be miss aligned • Spring may be broken • Mechanical block to rollers in the track
Door touched the floor and goes back up, or not fully closed	Adjust down limit switch
Door bracket touched to up limit nut	Adjust up limit switch
Chain/belt too loose	Adjust chain/belt with adjustment nut and check sprocket/pulley of the motor
There is no light to sensors	Check alignment, wire connection or may be faulty

End of Maintenance Procedure

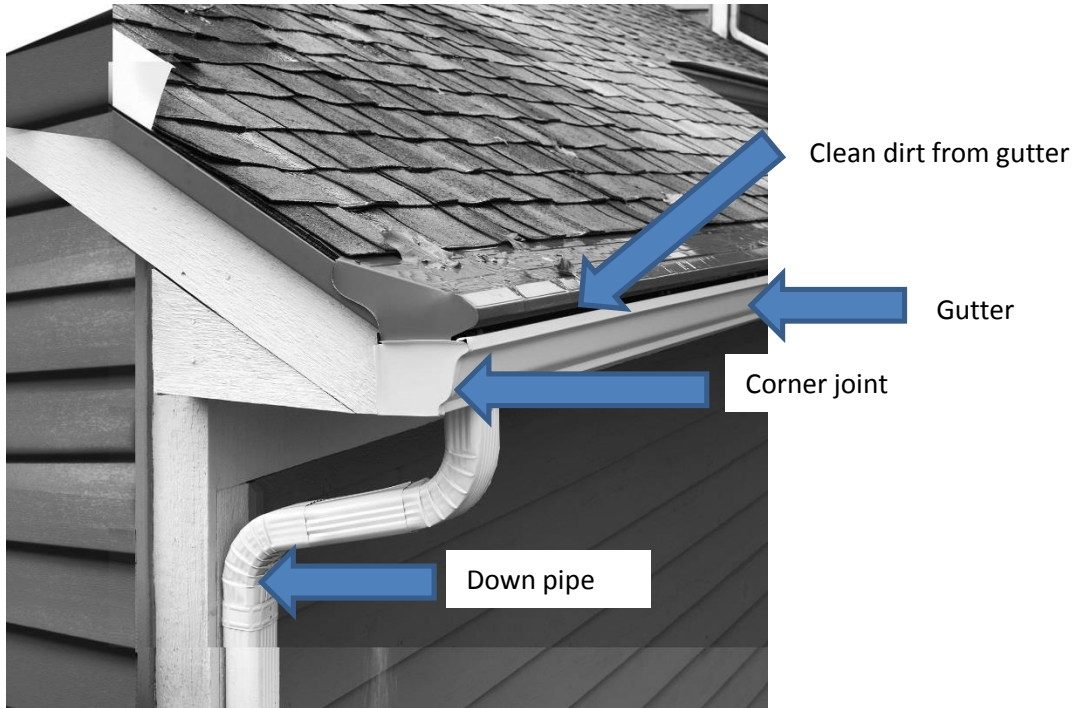
Test/Inspect Gutter

Asset Category: Exterior

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

Scope	General maintenance procedure to test/inspect Gutter where no specific manual available.
Precautions	<ul style="list-style-type: none"> • Review manufacturers' manual for work and safety requirements • Complete hazard / risk assessment prior to any maintenance / inspection / testing work
Tool Required	<ul style="list-style-type: none"> • Screw drivers • Silicon • Hammer • Metal cutter • Pliers • Ladder • Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Check for any water leak through gutter or corner joint
1.2	Check for any damage the down pipes
1.3	Check joints of the down pipes and properly attached to the gutter as well as to the wall of the building
1.4	Clean gutter
1.5	Recommended to call certified professional



Common Failure & Troubleshooting

Failure	Troubleshooting
Water overflow	Dirt inside the gutter and blocked drain hole. Need to clean gutter
Gutter loose	Screw/nail off. Re-screw/nail
Water leak through gutter or to joints	Position the gutter and apply silicon
Down pipe loose	Properly fix to wall

End of Maintenance Procedure

Test/Inspect Roof

Asset Category: Exterior

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

Scope	General maintenance procedure to test/inspect Roof where no specific manual available.
Precautions	<ul style="list-style-type: none"> Review manufacturers' manual for work and safety requirements Complete hazard / risk assessment prior to any maintenance / inspection / testing work



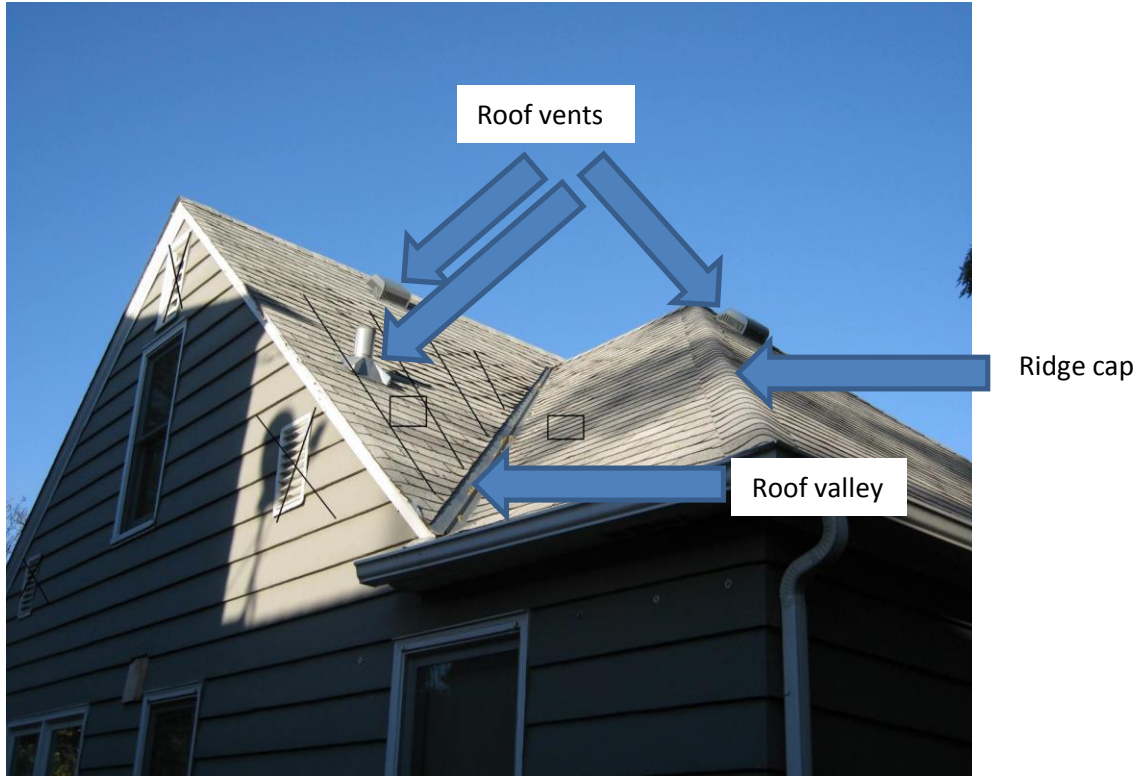
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Tool Required	<ul style="list-style-type: none"> • Screw drivers • Flash light • Binocular • Camera • Roofing tar/sealant • Hammer • Ladder • Use proper PPE (e.g. Safety Glass & gloves)
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Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Check for any water leak on the ceiling (any stain on the ceiling)
1.2	Use proper ladder to climb up to the attic and find the location of leak
1.3	Use proper ladder to climb up to roof to check or use binocular to inspect the roof: <ul style="list-style-type: none"> • Wear and tear of roofing material and the condition of the roof • Damage to roofing material • Missing roofing material • Nails came out • Roofing tar came off and missing where required • No tree branches on the roof
1.4	Recommended to call certified professional



Common Failure & Troubleshooting

Failure	Troubleshooting
Stain on ceiling	There are leaks to the roof. Find the location and repair
Roofing material raised not flat	Need to replace the roof
Dent to the roofing material	May be hail damaged, call the insurance company
No leak to roof, but attic rain	There is not enough ventilation to roof
Leak through the roofing nails	Apply roofing tar

End of Maintenance Procedure

Test/Inspect Siding

Asset Category: Exterior

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

Scope	General maintenance procedure to test/inspect Siding where no specific manual available.
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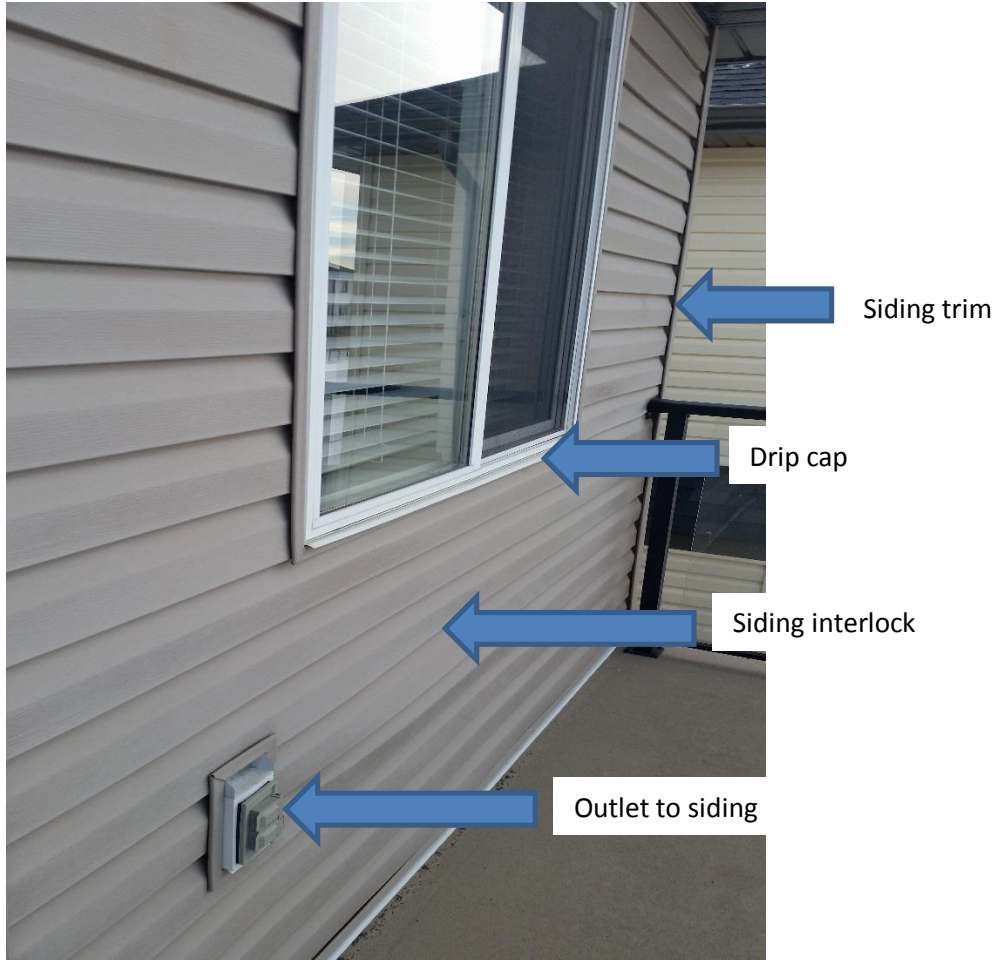
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Precautions	<ul style="list-style-type: none"> • Review manufacturers' manual for work and safety requirements • Complete hazard / risk assessment prior to any maintenance / inspection / testing work
Tool Required	<ul style="list-style-type: none"> • Screw drivers • Binocular • Camera • Silicon • Hammer • Ladder • Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Check for any water leak on the edge of windows, doors and outlet to siding
1.2	Find the leak and repair
1.3	Check the following points (all kinds of siding) or use binocular to inspect the siding around the building <ul style="list-style-type: none"> • Wear and tear of siding material and the condition • Damage to the siding material • Missing of siding material • Nails or staple came out • Siding came out of the interlock or trim and siding is waving • Silicon came off and missing where required • No tree branch touching the siding
1.4	Recommended to call certified professional



Common Failure & Troubleshooting

Failure	Troubleshooting
Stain to window, door frame	There are leaks to the siding trim or drip cap
Siding material loose or waving	Siding nails or staples came off, missing or not properly install
Hole to the siding material	May be hail damaged, call insurance company
Siding is out of interlock	Push gently to lock again. Be careful when siding is old and brittle

End of Maintenance Procedure
