



## 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

[Closet](#)

[Door](#)

[Window](#)

### Test/Inspect Closet

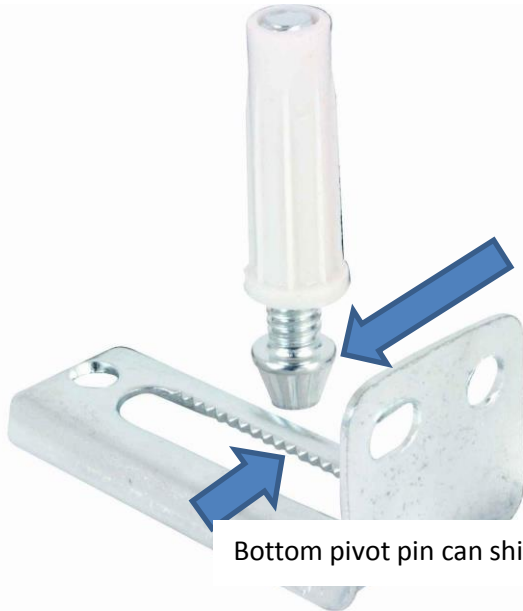
Asset Category: Framing

Asset Criticality: Replace when broken (Run to failure).

|                      |  |
|----------------------|--|
| <b>Scope</b>         | General maintenance procedure to test/inspect Closet where no specific manual available.   |
| <b>Precautions</b>   | <ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> <li>• Note: Do not use any chair with wheel</li> </ul> |
| <b>Tool Required</b> | <ul style="list-style-type: none"> <li>• Step Ladder</li> <li>• Screw drivers</li> <li>• Use proper PPE (e.g. Safety Glass &amp; Gloves)</li> </ul>  |

| Maintenance / Inspection / Testing Steps |   |
|--|---|
| Step                                     | Action  |
| 1.1                                      | Visual check to see if there are any loosen screws in the base and top tracks                 |
| 1.2                                      | The sliding guides are smoothly running through top tracks and pivot pin off from slide guide |
| 1.3                                      | Closet pivot pins are properly fixed to top and bottom of the door                            |
| 1.4                                      | Vertical door adjustment can be done by rotating bottom pivot pin if required                 |

- 1.5 Horizontal door adjustment can be done by shifting top and bottom pivot pin if required



Bottom pivot pin can rotate for vertical adjustment

Bottom pivot pin can shift for horizontal adjustment



Common Failure & Troubleshooting



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| Failure                             | Troubleshooting                                    |
|-------------------------------------|--|
| Loosen screws                       | Tighten screws                                     |
| Loosen bracket                      | Tighten screws or replace it if threat is not good |
| Door is not open and close smoothly | Replace slide guides                               |

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**End of Maintenance Procedure**

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### Test/Inspect Door

Asset Category: Framing

Asset Criticality: Replace when broken (Run to failure).

|                      |   |
|----------------------|---|
| <b>Scope</b>         | General maintenance procedure to test/inspect Door where no specific manual available.  |
| <b>Precautions</b>   | <ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> <li>Note : Do not use any chair with wheel</li> </ul> |
| <b>Tool Required</b> | <ul style="list-style-type: none"> <li>Step Ladder</li> <li>Caulking gun</li> <li>Safety knife</li> <li>Screw gun or screw drivers</li> <li>Use proper PPE (e.g. Safety Glass &amp; Gloves)</li> </ul>  |

#### Maintenance / Inspection / Testing Steps

| Step | Action  |
|------|---|
| 1.1  | Visual check to see if there are any leaks in the door frame or in weather seals  |
| 1.2  | If there are leaks in the frame, clean and remove old caulking. Use new caulking outside and inside of the frame as needed. |
| 1.3  | If door seal is leaking, replace old seal with new one.   |
| 1.4  | Check door hinges if it is making noises (use lubricant) or loosen screws (tighten them).                                   |





**Common Failure & Troubleshooting**

| Failure                | Troubleshooting                                 |
|------------------------|---|
| Leak in the door frame | Clean, remove old caulking and use new caulking |



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|                   |  |
|-------------------|--|
| Leak in the seal  | Replace old seal with new seal         |
| Hinges make noise | Use lubricant or tighten loosen screws |

**End of Maintenance Procedure**

### Test/Inspect Window

Asset Category: Framing

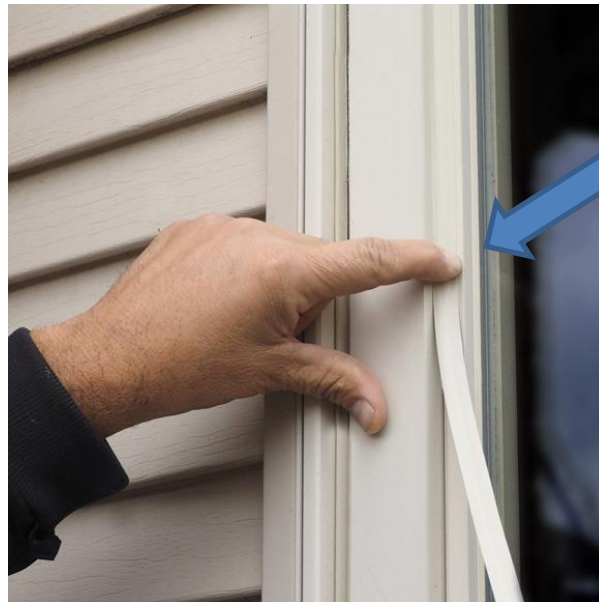
Asset Criticality: Replace when broken (Run to failure).

|                      |   |
|----------------------|---|
| <b>Scope</b>         | General maintenance procedure to test/inspect window where no specific manual available.  |
| <b>Precautions</b>   | <ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> <li>• Note: Do not use any chair with wheels</li> </ul> |
| <b>Tool Required</b> | <ul style="list-style-type: none"> <li>• Step ladder or high ladder</li> <li>• Caulking gun</li> <li>• Safety knife</li> <li>• Use proper PPE (e.g. Safety Glass &amp; Gloves)</li> </ul>   |

| Maintenance / Inspection / Testing Steps |   |
|--|---|
| Step                                     | Action  |
| 1.1                                      | Visual check to see if there are any leaks on the window frame or in weather seals  |
| 1.2                                      | If there are leaks in the frame, clean and remove old caulking. Use new caulking outside and inside the frame where needed. |
| 1.3                                      | If window seal is leaking, replace old seal with new one  |



Caulking



Replace seal

**Common Failure & Troubleshooting**

| Failure                  | Troubleshooting                                 |
|--------------------------|---|
| Leak in the window frame | Clean, remove old caulking and use new caulking |
| Leak in the seal         | Replace old seal with new seal                  |

**End of Maintenance Procedure**



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