

BE A CHAMPION OF SAFETY

Commercial Operator and Door Safety Checklist



How to Complete the Commercial Operator and Door Checklist



Commercial Operator and Door Safety Checklist

1 Gather customer information, including email address. This will allow you to follow up on recommendations.

2 Complete the checklist. Circle the condition and check the appropriate color for each item.

- Satisfactory, no action required
- May require future attention
- Needs repair/replacement

3 If the commercial door operator is missing safety devices (such as photo eyes, door edges, or is not in constant pressure mode) do not repair. Inform your customer how updates to safety standards (UL 325) can reduce possible accidents.

4 Review the results with the customer. Start with what has passed the test (green), then what items may need service down the road (yellow). Finally explain what issues need to be repaired or replaced immediately (red). Demonstrate any of these critical issues so the customer can see it first-hand.

5 Fill in all applicable contact information.

6 Give a copy to the customer. Keep the carbon copy and use for follow-up.

Please Print
 Customer Name: _____ Phone: _____
 Address: _____
 City/State/ZIP: _____ Email: _____

Satisfactory	May Require Future Attention	Needs Repair/Replacement	
Operator			
Component:	Condition (Circle)	Result (X)	Comments:
Monitored Photo Eyes or Edges: Maximum of 6" off floor from photo eyes	Higher / Lower / Not Present	● ● ●	
Photo Eye Obstruction Test	Pass / Fail	● ● ●	
Wiring: Properly insulated	Pass / Fail	● ● ●	
Wiring: Intact	Yes / No	● ● ●	
Wiring: Away from moving objects	Yes / No	● ● ●	
Operator Cover: Attached	Yes / No	● ● ●	
Cycle Count: Matches operator specified	Pass / Fail	● ● ●	
Emergency Disconnect: Operating properly, if applicable	Yes / No / NA	● ● ●	
Hoist Chain: Installed properly, if applicable	Yes / No / NA	● ● ●	
Manual Release, if applicable	Pass / Fail / NA	● ● ●	
Sectional Door Checklist			
Locks: Disabled or interlock used if motorized	Excellent / Fair / Poor	● ● ●	
Hinges	Excellent / Fair / Poor	● ● ●	
Rollers	Excellent / Fair / Poor	● ● ●	
Track	Excellent / Fair / Poor	● ● ●	
Cables	Excellent / Fair / Poor	● ● ●	
Drums	Excellent / Fair / Poor	● ● ●	
Torsion Bars	Excellent / Fair / Poor	● ● ●	
Springs	Excellent / Fair / Poor	● ● ●	
Astragal Door Strip	Excellent / Fair / Poor	● ● ●	
Warning Labels on Springs and Sections	Excellent / Fair / Poor	● ● ●	
Door Balanced: Is it flush to the floor	Yes/No	● ● ●	
Door Balanced: In full open position	Yes/No	● ● ●	
Door Balanced: Does it open smoothly	Yes/No	● ● ●	
Pusher Springs/Spring Bumpers, if applicable	Excellent / Fair / Poor / NA	● ● ●	
Glazed Doors: Components intact with no sharp edges, if applicable	Excellent / Fair / Poor / NA	● ● ●	
Rolling Steel Door & Grille <small>(If it's a fire door, you must follow manufacturer's instructions for inspection and drop testing.)</small>			
End Guides	Excellent / Fair / Poor	● ● ●	
End Locks	Excellent / Fair / Poor	● ● ●	
Slats	Excellent / Fair / Poor	● ● ●	
Hood: Undamaged and not binding	Yes / No	● ● ●	
Door Balanced: Flush to floor when closed	Yes/No	● ● ●	
Door Balanced: In full open position, stays fully open	Yes/No	● ● ●	
Door Drift: Stays down when down or up when up	Yes/No	● ● ●	
Grilles: Rods and slats undamaged	Yes/No	● ● ●	
Wind Locks, if applicable	Excellent / Fair / Poor / NA	● ● ●	
Glazed Doors: Components intact with no sharp edges, if applicable	Excellent / Fair / Poor / NA	● ● ●	
Sliding Door			
Rollers	Excellent / Fair / Poor	● ● ●	
Track	Excellent / Fair / Poor	● ● ●	
Door Panels	Excellent / Fair / Poor	● ● ●	
Weather Seal	Excellent / Fair / Poor	● ● ●	
Glazed Doors: components intact with no sharp edges, if applicable	Excellent / Fair / Poor / NA	● ● ●	

Please Print
 First & Last Name of Dealer: _____ Name of Dealership: _____
 Dealership Address: _____
 Installer Signature: _____ Phone: _____

Helpful Upgrade Selling Points

- Discuss UL 325 mandates that all commercial door operators bearing the UL label must be equipped with constant pressure to close functionality or a continuously monitored safety device, which will detect and reverse the door if a person or object enters the path of the door when closing.
- If photo eyes are selected as the primary entrapment protection device, a second set of safety devices is recommended to be installed to detect vehicles or other equipment with higher ground clearance moving through a door space.



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City/State/ZIP: _____

Email: _____

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Please Print

First & Last Name of Dealer: _____

Name of Dealership: _____

Dealership Address: _____

Installer Signature: _____

Phone: _____

