



OVERHEAD DOOR INSPECTION CHECKLIST

Door location/description/number _____

Component	Needs Repair or Replacement		Comments
	Yes	No	
Visible Finishes			
Individual Door Panels and Hinges			
Window Panels			
Weather-stripping			
Tracks			
Rollers			
Lifting Handles and pull ropes			
Torsion springs/counterbalances			
Motor			
Push Button Stations			

Spring loaded door bumper (level/square)			
Door/door Frame: Square, level, Tight fit			
Chain Hoists/Pull Ropes			
Welded and bolted connections to building structure			
Manual chain hoist including throw-out arm			
Cable assemblies			
Cable fraying			
Cable drums (loose set-screws and cotter keys)			
Cables running in drum threads			

Date: _____
by: _____

Inspected

How to Test Overhead Door Automatic Reverse Mechanism

- 1) A common method of testing the reversing mechanism involves placing a roll of paper towel under the path of the door. Place a roll of paper towel in doorway and close door onto role of paper towel.
- 2) If the door causes the cardboard tube in the paper towels to bend, it requires too much force to reverse. The door should contact the role of paper towel and reverse.
- 3) Another method suggests testing the reversing mechanism with a 2x4 piece of wood or a 2-inch block. Place the 2x4 or 2-inch block on the floor under the door. If it does not reverse immediately after striking the wood, it requires too much force to reverse.
- 4) Conduct this test every month. If the reversing mechanism fails contact an overhead door professional service company to conduct repairs.

How to Test Overhead Door Safety Eye Sensors

- 1) Measure the height of your overhead door sensors. Obtain a few cardboard boxes that are higher than the height of your sensors.
- 2) Place the box in the overhead doorway, making sure the box is in front of the overhead door sensors. Press the button that closes the overhead door on the wall or on your remote. If the sensors are working, the overhead door should immediately stop closing and return to the open position. If the overhead door fails to stop and crushes the box, check the sensor alignment.
- 3) Look at both overhead door sensors. Each sensor has an LED light on the exterior of the sensor. If one of the LEDs is blinking, the sensors need to be realigned. Adjust the sensor with the blinking LED by tightening the screw holding the sensor to the bracket, or bending the bracket back into position. When you align the sensors correctly, the LED stops blinking.
- 4) Open the overhead door and remove the crushed box. Use another box to break the infrared beam between the two sensors. Press the button to close the door. The door should stop and return to the open position. If the overhead door continues to close, check the sensors for dirty lenses.
- 5) Clean the lenses with a soft cloth. Test the door with another cardboard box. If the door still crushes the box, contact professional service company to conduct repairs

