

Service Order

SO#

ASSA ABLOY

Located at:

Company <u>Catalina Towers</u>	
Street Address <u>20 E Exchange St</u>	
City <u>St Paul</u> State <u>MN</u> ZIP _____	

ASSA ABLOY Entrance Systems
Pedestrian Door Solutions

www.assaabloyentrance.us
www.assaabloyentrance.ca

CUSTOMER SERVICE EMERGENCY SERVICE PLANNED MAINTENANCE

DOOR#	QTY	PART NUMBER	DESCRIPTION

DOOR#	DOOR LOCATION <u>exterior main entry</u>	BRAND & MODEL <u>SL510/Single/IRIS</u>	SO#
SERVICE REQUESTED <u>Door Reaches into ceiling</u>			S
WORK PERFORMED <u>Found Bolt loose upon arrival. Resecured nut and Tiller bracket. Corrected Bolt tension. Relearned Door motion.</u>			P
			F
COMPLETION CODE	ORDER TYPE	START TIME	END TIME

DOOR#	DOOR LOCATION	BRAND & MODEL	SO#
SERVICE REQUESTED			S
WORK PERFORMED <u>ops ✓ good. Verified proper tension for Breakout at both interior and exterior sliders. No further maintenance.</u>			P
			F
COMPLETION CODE	ORDER TYPE	START TIME	END TIME

DOOR#	DOOR LOCATION	BRAND & MODEL	SO#
SERVICE REQUESTED			S
WORK PERFORMED <u>found at this time. All ops ✓ good.</u>			P
			F
COMPLETION CODE	ORDER TYPE	START TIME	END TIME

COMMENTS / RECOMMENDATIONS

CUSTOMER ACKNOWLEDGES RECEIPT OF, UNDERSTANDS AND AGREES TO COMPLY WITH THE DAILY SAFETY CHECKLIST.

Company: _____
 Address: _____
 Phone: _____
 E-Mail: _____
 Approved By: _____
 Printed Name: _____
 PO#: _____
 Approval Date: _____

ASSA ABLOY Entrance Systems
 300 Horizon Center • Suite 302
 Hamilton, NJ 08691
 Phone: 609-528-2580 • Fax: 609-528-2590

Technician: Rustin Seales
 Technician #: 140162
 E-Mail: _____
 Signature: Rustin Seales
 Date: 2-5-19

DAILY SAFETY CHECK

Automatic Swing Doors

These minimum safety checks, in addition to those in the owner's manual, should be made each day and after any loss of electrical power:

1. Walk toward the door at a normal pace. The door should open before you reach the threshold.
2. Stand motionless in the threshold for at least 4 seconds. The door should not close.
3. Walk past the threshold into the swing area and stop for 10 seconds. Door should remain open.
4. Move clear of the area. The door should remain open for at least 1.5 seconds and should close slowly and smoothly. If two-way traffic, moved toward the swing side of the door. Door should open well before you reach the swing path.
5. Inspect the threshold area. It should be clean with no loose parts that might cause the user to fall or trip. Keep traffic path clear.
6. Inspect the glass, safety decals, guide rails and finger guards. All should be present and in good condition.
7. Have door inspected by an **AAADM** certified inspector at least annually or have to any adjustments or repairs.

DO NOT USE DOOR if it fails any of these safety checks or if it malfunctions in any way. Call a qualified automatic door service company to have the door repaired or serviced.

Automatic Sliding Doors

These minimum safety checks, in addition to those in the owner's manual, should be made each day and after any loss of electrical power:

1. Walk toward the door at a normal pace. The door should open before you reach the threshold.
2. Stand motionless in the threshold for at least 10 seconds. The door should not close.
3. Walk past the threshold into the swing area and stop for 10 seconds. Door should remain open.
4. Move clear of the area. The door should remain open for at least 1.5 seconds and should close slowly and smoothly.
5. Inspect the threshold area. It should be clean with no loose parts that might cause the user to fall or trip. Keep traffic path clear.
6. Inspect the glass, safety decals. All should be present and in good condition.
7. Have door inspected by an **AAADM** certified inspector at least annually or have to any adjustments or repairs.

DO NOT USE DOOR if it fails any of these safety checks or if it malfunctions in any way. Call a qualified automatic door service company to have the door repaired or serviced.

AAADM
American Association of
Automatic Door Manufacturers