Inspection of Manual Overhead Doors

Tank Farm Maintenance Procedure

USQ # Routine Maintenance

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides a safe, uniform way to perform preventive maintenance/inspection and minor maintenance/adjustments of Manual Overhead Doors located at the Cold Test Facility (CTF).

1.2 Scope

This procedure applies to the Manual Overhead Doors on buildings listed on the Data Sheet(s).

2.0 INFORMATION

None

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Personnel Safety

This procedure has been evaluated and a GHA is appropriate for this work.

3.2 Equipment Safety

A pre-use inspection must be performed on the scissor lift prior to use with this procedure.

4.0 PREREQUISITES

4.1 Special Tools, Equipment, and Supplies

The following may be required to perform this test:

- Spray lubricant
- Scissor lift
- Wiping towels
- Other tools, equipment and supplies as identified by Shift Manager/OE/FWS/User.

4.2 Field Preparation

4.2.1 ENSURE scissor lift has been stationed at Cold Test Facility (CTF).

4.2.2 CONFIRM overhead door is available to perform the maintenance.
5.0 PROCEDURE

5.1 General Inspection of Manual Roll-Up Doors

5.1.1 **DURING** performance of this procedure, **RECORD** any deficiencies on the data sheet **AND**

**CONTINUE** with the procedure.

5.1.2 **VISUALLY INSPECT** for signs of damage on all of the following:
- brackets
- braces
- bolts, etc.

5.1.3 **VISUALLY INSPECT** rails to assure they are:
- In alignment
- Free from bends not in design
- Free from cracks.

5.1.4 **INSPECT** the following and ensure operability.
- hand chain
- wheel
- clutch/dog

5.1.5 **OPERATE** door manually to confirm operability.

5.1.6 **IF** torsion spring tension needs to be adjusted, **RECORD** as a deficiency on the Data Sheet **AND**

**CONTINUE** with the procedure.
5.1 General Inspection of Manual Roll-Up Doors (Cont.)

NOTE - Steps 5.1.8 through 5.1.18.2 can be performed in any sequence or at the same time per craft judgment.

5.1.7 ENSURE chain tension between drive and driven sprockets is adequate to prevent chain jumping from sprockets during operation.

5.1.8 CHECK drive chain for wear.

5.1.9 LUBRICATE drive chain using a spray lubricant.

5.1.10 INSPECT cables for damage.

5.1.11 INSPECT all exposed wire cable.

5.1.12 ENSURE all cables are wrapping smoothly on the line shaft and drums.

5.1.13 LUBRICATE line shaft bearing and drive strut bearings.

5.1.14 INSPECT all mounting hardware (brackets, braces, bolts, etc) to ensure they all are integrally sound and securely attached.

5.1.15 INSPECT AND LUBRICATE door hinges.

5.1.16 INSPECT guide rails for the following:
   - Alignment
   - Damage.

5.1.17 INSPECT door stops.

5.1.17.1 ENSURE door stops are solidly in place and in alignment with ends of door at full open position.

5.1.18 CHECK track and rollers for alignment, damage, dirt, dust, debris, etc.

5.1.18.1 CLEAN track and rollers of dust and debris.

5.1.18.2 LUBRICATE the following:
   - Track
   - Rollers
   - Guide.
5.2 Counterbalance Maintenance

5.2.1 ENSURE set screws on drums are tight.

5.2.2 CHECK cables for tightness when door is closed.

5.2.3 USING a spray lubricant, LUBRICATE torsion springs.

5.2.4 INSPECT all set screws and bolts.

5.2.5 CHECK all shaft coupling bolts.

5.3 Restoration

5.3.1 MANUALLY CYCLE several times to ensure door operates as designed.

5.3.2 COMPLETE AND SIGN Data Sheet.

5.3.3 REPORT any deficiencies and/or potential cause of early failure to the FWS and CTF Management for corrective action.

5.3.4 IF deficiencies are sufficient to make the door inoperable or unsafe to operate, ENSURE door is tagged to prevent operation until repairs have been completed.

5.4 Acceptance Criteria

Comparison and verification of data in applicable steps of the procedure with limits of Data Sheet steps satisfies Acceptance Criteria for this procedure.

5.5 Review

5.5.1 INFORM FWS test is complete.

5.5.2 FWS must REVIEW AND ENSURE the following:

- Completed Data Sheets meet acceptance criteria
- Comments sections are filled out appropriately
- Work requests needed as a result of this procedure are identified and generated
- As applicable, work request number(s) of any work documents generated as a result of this procedure, are recorded in Comments/Remarks Section of Data Sheet.
5.6 Records

The performance of this procedure generates no records. However, PM Data Sheets associated with the procedure, are records and are maintained in the work package as record material.

The record custodian identified in the company-level Records Inventory and Disposition Schedule is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.