

Automatic Door Service Checklist (Sliding & Swing)

Use this checklist for scheduled services and breakdown calls on **automatic sliding doors** and **automatic swing doors**. Tick or mark each item **Pass / Fail / N/A**, record readings where applicable, and note defects and parts required.

1. Job & Door Information

Client / Site	Service Date	
Address		
Door Location / ID	Technician	
Door Type (Sliding single / Sliding bi-parting / Telescopic / Curved / Breakout / Swing single / Swing double / Low-energy swing / Hermetic / Other: _____)	Call-out Type (Service / Breakdown)	
Operator Type (DORMA ES200 / GEZE EC drive / ASSA ABLOY SL500 / TORMAX T1 / CENTURION A1000 / MC-125, Other: _____)	Operator Handing (Left / Right / Bi-parting)	
Operator Model / Controller (if separate)	Serial No.	
Power Supply (230V AC / Battery / UPS)	Cycle Count / Hours (if available)	

2. Safety & Site Readiness

Item	Pass	Fail	N/A
Notify site contact, confirm work area access, and agree on isolation/working hours.			
Check for hazards: traffic flow, wet floors, glass break risk, overhead work, pinch points.			
Inspect door/glass condition before work (cracks, loose fixings, sharp edges).			
Isolate power where required (lock-out/tag-out) and verify safe state before opening operator cover.			

Set barriers/signage and keep public clear of the door during testing.			
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3. Automatic Sliding Door – Mechanical Checks

Item	Pass	Fail	N/A
Operator cover secure; header level; fixings tight; no corrosion or cracks.			
Track/rail condition: clean, aligned, undamaged; correct clearances.			
Hangers/rollers: wear check, smooth travel, fasteners tight, anti-derail devices fitted.			
Belt/drive system: tension correct, no fraying/cracks, pulleys aligned, clamps secure.			
Floor guide(s): secure, not worn, door panels centred, no rubbing or binding.			
Door leaves & frames: glass/frames secure, stiles tight, seals intact, no sharp edges.			
End stops/bumpers: fitted and adjusted; no impact damage at full open/close.			

4. Automatic Swing Door – Mechanical Checks

Item	Pass	Fail	N/A
Door leaf/frame condition: hinges secure, no sagging, correct gaps, seals intact.			
Operator/closer mounting: fixings tight, arm linkage secure, no play in pivots.			
Stops/hold-open hardware (if fitted): secure, aligned, no impact damage.			
Lockset/latch (if fitted): aligns correctly, does not bind, releases on activation.			

5. Sensors & Safety Devices (Sliding & Swing)

Item	Pass	Fail	N/A
Activation sensors (radar/PIR): correct detection area, stable, no false triggering.			
Safety presence sensors: detects person in closing path and prevents closing.			

Photocells / beams (if fitted): aligned, clean, wiring secure, correct response.			
Safety edges (if fitted): intact, secure, activates reversal/stop.			
Emergency break-out / manual release (if applicable): operates correctly and resets.			

6. Electrical & Control Checks

Item	Pass	Fail	N/A
Incoming supply and isolator: secure, labelled, no overheating, earth present.			
Controller/PCB: secure, clean, no burn marks, all terminals tight.			
Wiring/loom: no damage, routed correctly, glands fitted, strain relief in place.			
Motor & gearbox: secure, abnormal noise/vibration check, couplings tight.			
Backup battery/UPS (if fitted): condition OK, charge test, connections clean and tight.			
Key switch / push buttons / access control inputs: operate correctly and are labelled.			

7. Operational Tests & Settings

Item	Pass	Fail	N/A
Activation test: approach from all directions; door opens reliably.			
Opening speed smooth and appropriate; no jerking or overshoot.			
Hold-open time correct; adjusts according to site requirements.			
Closing speed smooth and appropriate; no slamming (swing) / no impact (sliding).			
Safety response: presence detection prevents closing; obstruction causes stop/reopen as designed.			
Manual breakout (if applicable) tested and reset; door returns to normal operation.			
Mode selector (Auto/Open/Closed/One-way) operates as labelled (if fitted).			

8. Cleaning, Lubrication & Housekeeping

- Clean tracks/rails (sliding), floor guides, and sensor lenses.

- Remove debris from header/operator area; ensure covers refit correctly.
- Lubricate only where manufacturer permits (avoid contaminating belts, tracks, sensor areas).
- Confirm area is left safe and tidy; remove barriers after final test with site contact.

9. Defects Found / Recommendations

Notes:

10. Parts Used

Part Description	Qty	Comments / Part No.

11. Sign-off

Technician Name		Signature	
Client / Site Contact		Signature	
Door Status on Departure	Operational / Operational with recommendations / Isolated (make safe)		

12. Technician Notes

Record any observations, measurements, settings changed, and follow-up actions. If photos were taken, note what was photographed.

Observations / Condition Found
Adjustments / Settings Changed (speed, hold-open time, sensor zones, force, learn cycle, etc.)
Fault Codes / Errors (before/after reset)
Readings (voltage, battery test, sensor alignment, cycle count, etc.)

Photos Taken (Yes/No) What: _____
Follow-up Actions Required (parts to order, return visit, quote required, safety issues)
Customer Communication (who spoken to, what explained, access issues, handover details)