



Loading Dock Equipment BENEFITS OF A PREVENTIVE MAINTENANCE PROGRAM

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PREVENTIVE MAINTENANCE PROGRAM

DESIGNED FOR THE END USER/BUILDING OWNER

- ✓ **Increase operational efficiency and reliability**
- ✓ **Extend the useful life of your equipment**
- ✓ **Reduce the probability of equipment malfunctioning**
- ✓ **Decrease the incidence of costly downtime**
- ✓ **Decrease long term repair expense**
- ✓ **Obtain priority scheduling for service**
- ✓ **Establish a relationship with experienced, service oriented professionals**
- ✓ **Free your maintenance personnel to work on in-house equipment needs**

Just like your automobile, planned maintenance can extend the life of your dock equipment and assist in the prevention of not only costly unexpected repairs, but also possibly accident and injury to your personnel. By routinely checking the equipment and insuring that it is functioning well and structurally safe, you can decrease the chance of an accident at the loading dock area.

Preventive maintenance is not only a factor in providing safe and useable equipment, it can also maintain productivity and efficiency levels for your business. Since the dock is the first and the last part of the product cycle in most facilities, your equipment should be performing at its highest level all of the time.

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OVERVIEW OF PREVENTIVE MAINTENANCE PROGRAM

The purpose of this program is to establish a consistent routine of maintenance for your loading dock equipment, while providing for the purchase of repair parts and labor or emergency service as required. Longer life, more reliable product performance and early detection of any possible operational malfunctions are the objectives of our Preventive Maintenance Program. (PMP)

As a property owner/manager, you are sensitive to maintenance costs and the need for reliability and the security provided by the loading dock equipment in your facility. If this equipment is out of operation, it can result in the necessity of added security expense or worse, a facility that is not secure. It is essential that your loading dock equipment be properly maintained to minimize costly downtime.

Through this program you can expect to decrease the volume of dock equipment problems. This will be accomplished through periodic inspections combined with proper lubrication and adjustments, as described in the following pages.

To maximize the effectiveness of this program, a priority file will be established for your company. This file will contain the following data:

- A. A detailed map will indicate the physical location of all your dock equipment, identified by a number already established by your company or assigned by our PM team personnel. This will simplify communications when requesting repair services.
- B. Specific information will be maintained on all dock equipment. Manufacturer, serial number, size, type, and similar important data in the file will allow prompt response of personnel and equipment to properly perform service on the equipment.
- C. A detailed record of all inspections, results, actions taken and any possible required actions will be given to you after each inspection plus a copy will be put in your file.

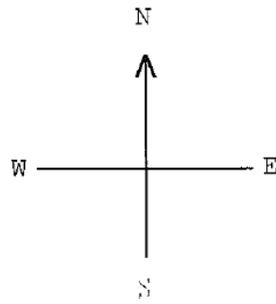
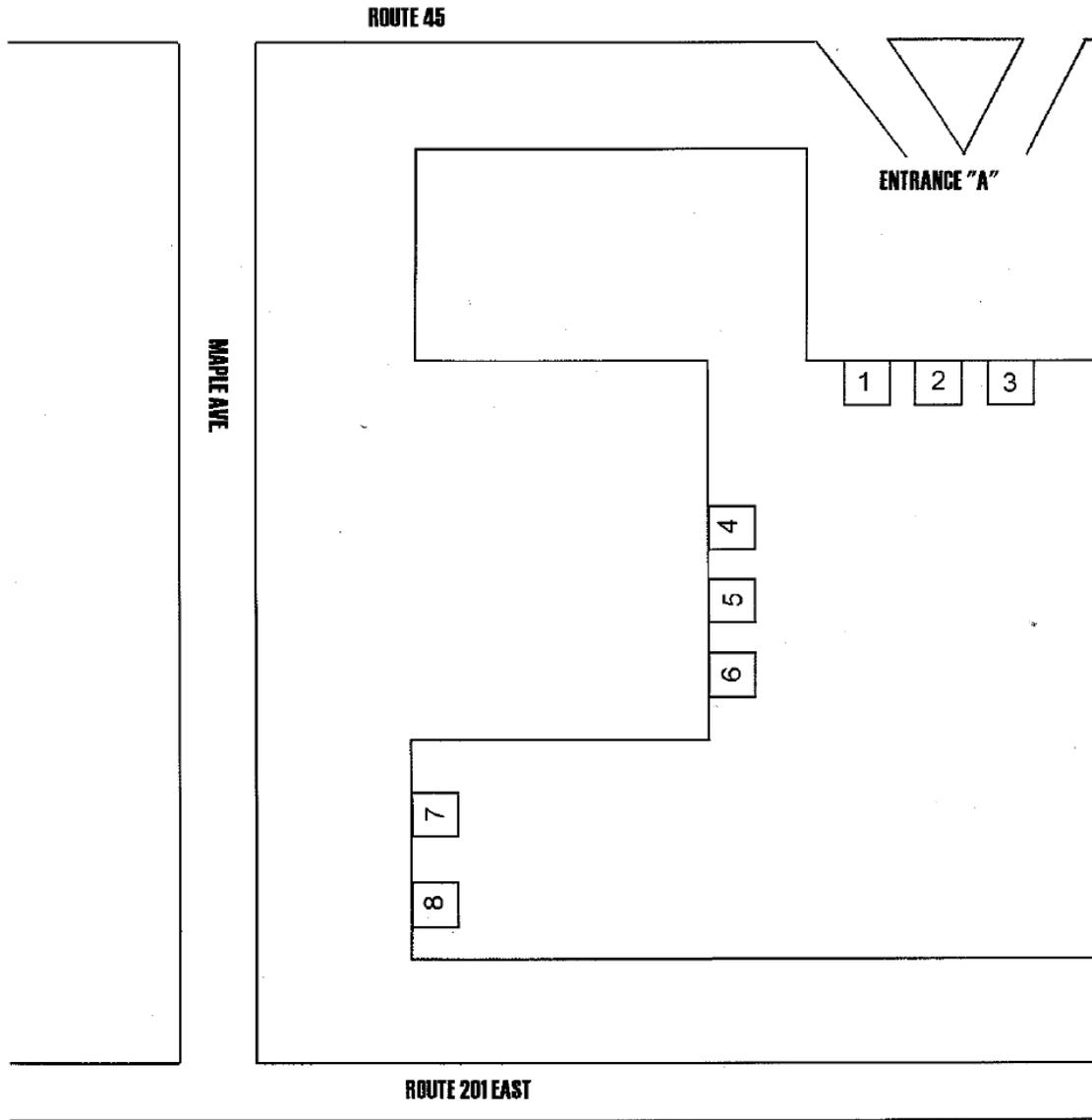
Experience has proven that periodic preventive maintenance and careful inspection can reduce both downtime and repair expenses while at the same time extending your equipments useful life and operating efficiency.

This periodic maintenance program is not a guarantee against failure of, or damage to, the designated dock equipment, but rather it is an important asset in the overall effective management of your facility. This program provides for routine inspections in accordance with agreed terms and conditions. This program does not offer extended product warranty nor does it relieve the owner/manager from his daily responsibilities of housekeeping and proper operation of the loading dock equipment.

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SAMPLE LOADING DOCK EUPMENT LOCATION MAP

CUSTOMER: _____





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CONDITIONS OF AGREEMENT

Conditions of the maintenance and periodic inspection agreement are as follows:

- 1) The program covers normal maintenance limited to routine inspections, adjustments, lubrication and tightening of fasteners. It does not include any replacement parts or the labor for their installation, if required after inspection.

Periodic inspections and maintenance as outlined herewith will be conducted as per schedule noted for loading dock equipment: (place an "L" for levelers. "S" for seals/shelters. "R" for restraints. "A" for accessories)

Monthly Quarterly Semi-Annually Annually Other (specify)

This program will cover loading dock equipment. The total sum for periodic PMP program shall be \$

OPTIONS:

Please indicate which of the following options will apply to this agreement in reference to repair work that might be recommended after inspections are completed:

- [A] Necessary minor replacement parts up to the amount of \$ _____ will be installed when performing preventive maintenance and invoiced as extra to the agreed upon periodic fee for preventive maintenance inspection.
- [B] A detailed list of recommended replacement parts will be supplied after each inspection with a quoted price for parts and installation. Authorization must be obtained prior to proceeding with installation or additional work.
- 2) Work performed under this agreement will be accomplished during normal work hours between _____ AM and _____ PM Monday through Friday. This agreement does not cover emergency service calls, which will be handled at our emergency rate of \$ _____ per man-hour for calls dispatched between the hours of _____ PM and _____ AM. Overtime rates shall commence when any call is received after _____ PM and will be performed at the rate of \$ _____ per man-hour. Special overtime rates will apply on weekends and holidays and when service work is performed between the hours _____ PM and _____ AM on any day, at a rate of \$ _____ per man-hour.
 - 3) The Preventive Maintenance Program (PMP) will NOT cover the following:
 - a. Damage to loading dock equipment
 - b. Any electrical problem created by insufficient voltage or incorrect electrical hook-up.
 - 4) _____, an authorized distributor of McGuire, a Division of Systems, Inc, shall not be held liable for specific, incidental or consequential damage or losses caused by any acts beyond the reasonable control of _____ or misuse or abuse of loading dock equipment by others.
 - 5) Service will not be rendered under this agreement in any cases that the customer has a past due account.
 - 6) It is agreed that either party will have the right to cancel this program at any time with written notice.



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CONDITIONS OF AGREEMENT (continued)

7) This agreement shall not become effective until the loading dock equipment is inspected and accepted by

Agreed and accepted on the day of ,

Company Name

Signature

Title

Address

Phone

Fax

Authorized McGuire Distributor

Signature

Title

Address

Phone

Fax



PREVENTIVE MAINTENANCE CHECKLIST Mechanical Dock Levelers

CUSTOMER	DOCK #	DOCK #	DOCK #	DOCK #	
Leveler Model:	Serial #	Serial #	Serial #	Serial #	
1	Clean debris from pit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect deck and lip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect toe guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect any weather seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Tighten all nuts & bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect all welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect rear hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect & lubricate front hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Lubricate & adjust main counterbalance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Inspect hold down assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Inspect cross traffic/safety legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Inspect release chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Inspect and lubricate lift arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Inspect and lubricate lift arm roller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Inspect lip extend mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Inspect sub frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Inspect bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Cycle leveler for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCK #	Comment or Description of Repair (s) Needed	Approval	Completed

Customer Signature

Date

Technician Signature

Date

Phone Number

PMP - 1

Assistant's Signature



PREVENTIVE MAINTENANCE CHECKLIST Hydraulic Dock Levelers

CUSTOMER	DOCK #	DOCK #	DOCK #	DOCK #	
Leveler Model:	Serial #	Serial #	Serial #	Serial #	
1	Clean debris from pit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect deck and lip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect toe guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect any weather seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Tighten all nuts & bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect all welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect rear hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect & lubricate front hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Inspect hydraulic cylinders & hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Inspect/tighten as req'd hydraulic fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Inspect limit switches and switch arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Inspect and lubricate cylinder pivots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Inspect sub frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Inspect fluid level in reservoir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Inspect valve block in motor/pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Inspect all electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Inspect control panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Inspect bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Cycle leveler for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCK #	Comment or Description of Repair (s) Needed	Approval	Completed

Customer Signature

Date

Technician Signature

Date

Phone Number

PMP - 2

Assistant's Signature



PREVENTIVE MAINTENANCE CHECKLIST Air Operated Dock Levelers

CUSTOMER	DOCK #	DOCK #	DOCK #	DOCK #	
Leveler Model:	Serial #	Serial #	Serial #	Serial #	
1	Clean debris from pit - under air bag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect deck and lip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect toe guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect any weather seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Tighten all nuts & bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect all welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect rear hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect & lubricate front hinge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Inspect & adjust lip latch assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Inspect lip assist rod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Inspect lip linkage assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Inspect lip snubber spring & chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Inspect sub frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Inspect blower motor and hose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Inspect air bag support pallet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Inspect all electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Inspect control panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Inspect bumpers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Cycle leveler for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCK #	Comment or Description of Repair (s) Needed	Approval	Completed

Customer Signature

Date

Technician Signature

Date

Phone Number

PMP - 2

Assistant's Signature



A Division of Systems, Inc.

PREVENTIVE MAINTENANCE CHECKLIST Manual / Automatic Vehicle Restraints

CUSTOMER	DOCK #	DOCK #	DOCK #	DOCK #	
Restraint Model:	Serial #	Serial #	Serial #	Serial #	
1	Clean debris from restraint area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect concrete/drive around restraint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect & tighten anchor bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect any welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Inspect restraint capture mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect & lubricate any scissors ass'y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect & clean any track area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect any hydraulic hoses & cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Inspect/tighten as req'd hydraulic fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Inspect any hydraulic motor/pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Inspect any electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Inspect any proximity switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Inspect & test audible alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Inspect condition of lights & signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Inspect communication light system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Inspect all electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Inspect control panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Inspect mechanical operate handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Cycle restraint for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCK #	Comment or Description of Repair (s) Needed	Approval	Completed

Customer Signature

Date

Technician Signature

Date

Phone Number

PMP - 3

Assistant's Signature



PREVENTIVE MAINTENANCE CHECKLIST Dock Seals and Dock Shelters

CUSTOMER	DOCK #	DOCK #	DOCK #	DOCK #	
<input type="checkbox"/> Dock Seal or <input type="checkbox"/> Dock Shelter: Model Number:	Serial #	Serial #	Serial #	Serial #	
DOCK SEALS					
1	Inspect condition of fabric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect all fasteners/perimeter anchors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect all seams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect any wear pleats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Inspect foam core	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect & adjust any counterbalance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect framework of pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect bumper condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCK SHELTERS					
1	Inspect shelter framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inspect fiberglass panels or fabric wrap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Inspect fabric header curtain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Inspect fabric side panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Inspect any bottom enclosures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inspect trim angles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inspect & tighten all fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Inspect shelter frame protectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCK #	Comment or Description of Repair (s) Needed	Approval	Completed

Customer Signature	Date	Technician Signature	Date
Phone Number	PMP - 4	Assistant's Signature	

