



## Annual Maintenance Checklist

### Garage Door

- ☐ **Hinges** – Look for cracks, tighten all bolts.
- ☐ **Rollers** – Check that wheels are secure on stem. lubricate bearings
- ☐ **Rubber Bottom Seal** – Check seal quality when door is closed. Look for shrinkage, tears, and hardening.
- ☐ **Tracks** – Ensure that rollers glide smoothly over all areas of the track.
- ☐ **Back Hangs** – Make sure the back hangs are properly secured to the ceiling. Tighten all bolts.
- ☐ **Cables** – Look for fraying or twisting.
- ☐ **Bottom Brackets** – Check for rust, ensure that the bracket is secure to door panel.  
**USE CAUTION.** Bottom brackets are under extreme tension. It is recommended that you contact a professional.
- ☐ **Spring(s)** – Check that springs are fully in-tact and lubricate. **DO NOT TOUCH SPRINGS.** Contact a professional.
- ☐ **Spring Center Plate** – Check to make sure the center plate is secured to the frame. **DO NOT TOUCH.** Just look.
- ☐ **Door Balance** – When disconnected from the opener, door should balance itself right in the middle. If it falls, springs need to be tightened. **CALL A PROFESSIONAL.**
- ☐ **Outside Trim Seal** – Looks for cracking, hardness, and seal curling away from the door.

### Opener

- ☐ **Chain / Belt** – Check condition. Check belt for deterioration.
- ☐ **Rail** – Look for rust, lubricate.
- ☐ **Pressure Setting** – **CALL A PROFESSIONAL.** Opener should automatically reverse when met with too much force.
- ☐ **Lights** – Make sure lights are current and working.
- ☐ **Header Bracket** – Verify header bracket above spring center plate is correctly secured to the frame. **USE CAUTION.**
- ☐ **Ceiling Brace** – Ensure that the unit ceiling brace is properly secure to the ceiling as well as the opener itself. Tighten all bolts.
- ☐ **Sensors** – Make sure the photo eyes are aligned properly.
- ☐ **Remote / Keypad** – Check that all remotes work from long range. Test keypad function.
- ☐ **Opener Arm** – Verify the bolts holding the opener arm together are tightened as well as the opener arm bracket attached to the garage door itself. Tighten all bolts.

Certain components of a garage door / garage door opener are under serious tension. The risk of injury is very real if some of these tests are not performed by a professional technician. Please DO NOT attempt to wind springs or replace rollers, etc. without at least contacting a professional first. Greco Garage Doors is always available to answer any questions you may have. Your safety is very important to us. PLEASE BE SAFE!

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