



## **SJT Auto Gates**

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Dear Sir / Madam

Your **vehicle barriers and/or automates gates** will need to receive regular planned preventative maintenance in order to remain in safe and reliable service. The maintenance outlined below should only be conducted by a trained and qualified powered gate and barrier specialist who is familiar with automation equipment and has the necessary test equipment. SJT Auto Gates can provide this service. If you are a new customer or we have recently provided a quotation you will have been offered a maintenance contract as part of the supply process.

If the maintenance outlined below is not completed, SJT Auto Gates cannot accept responsibility for injuries, accidents or breakdowns caused by lack of maintenance and manufacturer's warranty claims may be rejected.

You are reminded that, as the person in control of the gate or barrier, you have a legal duty of care to users and to visitors to the premises (including trespassers). If the barrier is not kept safe, any party whose property is damaged or who is injured by the gate or barrier is likely to be able to sue for damages.

If the barrier is part of an undertaking (such as at rented property), the person in control of it will have additional duties under section 3 of the Health and Safety at Work Act 1974 to keep the gate or barrier maintained in a safe condition.

If the premises are also a workplace, there are specific duties under regulation 5 and 18 of the Workplace (Health and Safety and Welfare) Regulations 1992.

Failure to meet duties imposed by health and safety legislation can result in criminal proceedings.

Yours sincerely

Stuart Taylor

## **PLANNED MAINTENANCE SCHEDULE**

To attend site and carry out the following works-

- Isolate the machine and put into manual operation
- Undertake full risk assessment
- Carry out a full visual inspection for mechanical and structural safety
- Check the CE name plate is attached and details complete
- Check the maintenance log is present and up to date
- Check mechanical travel stops are present and fit for purpose
- Check safe manual operation of the machine
- Check that all mountings and fixings are tight and secure
- Check alignment of barrier arm / gate as it enters into collection post
- Check gear rack position and security of fixing on sliding gates
- Check drainage and clean out underground foundation boxes on swing gates
- Check hydraulic oil condition and bleed / top up if required on hydraulic systems
- Check and clean control panel and photocell enclosures and PCB board
- Lubricate all required moving parts hinges, linkages and the like

### **IF MECHANICALLY SAFE TO DO SO RE-ENERGISE THE SYSTEM FOR TEST PURPOSES ONLY**

- Test isolator operation, electrical earth fault loop impedance and if fitted, RCD operation.
- Make note of circuit details and location of isolator switch
- Check that the cabinet door switch button / isolator works (if fitted)
- Check that the manual release emergency switch button works (if fitted)
- Check operation of warning light and sounder (if fitted)
- Check all safety edges work and are working for the correct direction of travel
- Check the photocells are working and in the correct direction of travel
- Check that the machine will not operate if any safety device is blocked prior to start up
- Check that the control program has not been modified such as to make the barrier / gate unsafe
- Check the force limitation where possible with an approved and calibrated impact force tester
- Replace safety device batteries as per manufacturers recommendation where fitted
- Some systems have no batteries, some have several so battery costs vary and are chargeable as reqd.

**ONLY IF SAFE TO DO SO WILL THE MACHINE BE LEFT IN OPERATION, IF NOT THE MACHINE WILL BE ISOLATED**

A Written condition report will be provided along with details and costs of any upgrades / repairs required to bring the system up to date and make safe. Please see our maintenance procedure.

### **TYPICAL COSTS PER SERVICE**

**(Leeds, Hudds, Halifax, Bradford areas)**

SWING / SLIDING / GATES AND BARRIERS	£100.00 PLUS VAT
SWING GATES WITH UNDERGROUND AUTOMATION	£120.00 PLUS VAT
ADDITIONAL GATES / BARRIERS ON THE SAME SITE	£50.00 PLUS VAT

Additional charges will apply for systems that are further away please contact us for details but generally are no more than £30 extra plus vat eg. Sheffield, Manchester, York etc.

## FREQUENCY OF SERVICES

Amount of required services per year depends on usage but every 6 months is recommended for commercial applications up to 50 cycles per day. Please advise if your usage is higher and we can tailor a service package to suit. Car park barriers are generally designed for intensive use with 6 month service intervals. All service contracts are to be supported by your own monthly or weekly checks, as you would for other systems like emergency lighting and fire alarms etc. Again if you would prefer SJT Auto Gates to undertake these checks and include them within your service contract please ask.

## ORDER/ACCEPTANCE FORM

**Site address:**

Full address including postcode

**Site contact details:**

Name

Telephone & Email

**Site equipment:**

Number of equipment, type and location

**Cost per service visit : £ \_\_\_\_\_ only to be invoiced at point of service (no upfront costs)**

**Services interval dates: (2 per year)**

**Total cost of annual service contract: £ \_\_\_\_\_**

We would like to accept your proposed maintenance schedule and confirm we understand the terms/conditions attached.

Signed: .....

Print: .....

On Behalf Of: .....

Position:.....

Date: .....

Order No:.....

Quotation Reference (if applicable):.....