

## June checklist 2021

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
KITCHEN HOOD

ACTIVITY AND BLDG #: ny116-01  
12924 10664  
LOCATION/RM #: roof top WO# 12925 ASSET # 10665

MECHANIC  
SIGNATURE: Ramon V

DATE: 6-16-2021

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	check		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	check		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Clean all accessible surfaces thoroughly.	check		
2	Check all louvers and dampers. If dampers must be moved to ensure complete cleaning, ensure they will be marked and returned to their original position to prevent unbalancing the system.	check		belt ok (1)ax24
3	Clean and/or replace filters, if applicable.	check		clean motor and lubricate.
4	Ensure unit is operating properly, not any deficiencies.	check		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**