

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**KITCHEN HOOD**

**ACTIVITY AND BLDG #:** \_\_\_\_\_

**MECHANIC  
SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION/RM #:** \_\_\_\_\_ **WO#** \_\_\_\_\_ **ASSET #** \_\_\_\_\_

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

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.              |               |    |   |
| 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.                                |               |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Clean all accessible surfaces thoroughly.  |               |    |   |
| 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. |               |    |   |
| 3   | Clean and/or replace filters, if applicable.   |               |    |   |
| 4   | Ensure unit is operating properly, not any deficiencies.   |               |    |   |

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:**