

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST KITCHEN HOOD

<b>ACTIVITY AND BLDG #:</b> _____	<b>MECHANIC SIGNATURE:</b> _____	
<b>LOCATION/RM #:</b> _____	<b>DATE:</b> _____	
<b>WO#</b> _____	<b>ASSET #</b> _____	<b>START TIME:</b> _____
		<b>FINISH TIME:</b> _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean all accessible surfaces thouroughly.			
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	Enure 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:**