

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **Plattsburgh 054**
10377 10431
LOCATION/RM #: **kitchen** **WO#****10432** **ASSET #****10093 10091**

MECHANIC
SIGNATURE:



DATE: **11/3/2020**

START TIME: **1000**

FINISH TIME: **1030**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Review manufacturer's instructions. | | | |
| 2 | De-energize, lock out, and tag electrical circuits. | ✓ | | |
| 3 | If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance. | | | |
| 4 | If materials containing refrigerants are discarded, comply with EPA regulations as applicable. | | | |
| 5 | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers. | | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check with operating or area personnel for any deficiencies; verify cleaning program. | ✓ | | |
| 2 | Verify indicator light on; check compartment temperature. | | | |
| 3 | Examine evaporator for proper clearances/slope and air flow. | | | |
| 4 | Examine handles, hinges and tightness of door closure. | | | |
| 5 | Examine safety door release and fan shut down safety switch. | | | |
| 6 | Inspect lighting for burnt out lamps. | | | |
| 7 | Check starter panels and controls for proper operation, burned or loose contacts, and loose connections. | | | |
| 8 | Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s). | | | |
| 9 | Clean condenser coil and condensing unit section. | | | |
| 10 | Clean and inspect defrost evaporation trays/pans. | | | |
| 11 | Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours | | | |
| 12 | Check operation of thermostats; calibrated as required. | | | |
| 13 | Check coil superheat and adjust to manufacturers recommendations. | | | |
| 14 | Inspect and service all electric motors. | | | |
| 15 | Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil. | | | |
| 16 | Check door gasket heater. | | | |
| 17 | Check box floor for water or ice accumulation. | | | |
| 18 | Check box for excessive ice build- up and open seams. | | | |

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: