







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

ACTIVITY AND BLDG #: **Rotterdam 059**

MECHANIC SIGNATURE:  DATE: **12/10/2021**

LOCATION/RM #: **kitchen** WO# **15365** ASSET # **10395**

START TIME: **0920** FINISH TIME: **0940**

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE   |    | NOTES/ ACTIONS<br>(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:**