

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: White Plains. MD066

MECHANIC
SIGNATURE:



DATE:

LOCATION/RM #:kitchens wo# 13082 ASSET # 551

START TIME:

11:00.

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE REASON)
		YES	NO		
1	De-energize, lock out, and tag electrical circuits.				
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.				
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				