

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: Gaithersburg MD013

MECHANIC
SIGNATURE:



DATE

LOCATION/RM #: exterior wo#13229 ASSET # 1529

START TIME: 8:00

FINISH TIME

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
2	Insure proper grease disposal.-Tanks are pumped by local septic companies	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
2	Remove lid. If the trap is equipped with removable baffles, remove them.	✓		
3	Make sure the flow restrictor on the inflow pipe is present.	✓		
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	✓		
5	Replace lid and baffles.	✓		
6	Return (or fill) water to grease trap		n/a	not in use
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years. -In Maximo under WO#	✓		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiency 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 Technician

Additional Notes:

