

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: **Rockville MD021**

LOCATION/RM #: **exterior of WO# 16659 ASSET # 1556**
kitchen

**MECHANIC
SIGNATURE:**

DATE: **3/7/22**

START TIME: **8:00**

FINISH TIME: **8:15**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|-------------------------------------|----|--|
| | | 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. | <input checked="" type="checkbox"/> | | |
| 2 | Insure proper grease disposal.-Tanks are pumped by local septic companies | <input checked="" type="checkbox"/> | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 2 | Remove lid. If the trap is equipped with removable baffles, remove them. | <input checked="" type="checkbox"/> | |  |
| 3 | Make sure the flow restrictor on the inflow pipe is present. | <input checked="" type="checkbox"/> | | |
| 4 | If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation. | <input checked="" type="checkbox"/> | | |
| 5 | Replace lid and baffles. | <input checked="" type="checkbox"/> | | |
| 6 | Return (or fill) water to grease trap | <input checked="" type="checkbox"/> | | |
| 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# | <input checked="" type="checkbox"/> | | |

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 Technician

Additional Notes: