

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GREASE TRAP**

**SITE AND BLDG #:** **Gaithersburg MD013**

**MECHANIC  
SIGNATURE:** 

**DATE:** **8/5/22**

**LOCATION/RM #:** **exterior** **WO#** **18763** **ASSET #** **1529**

**START TIME:** **7:00**

**FINISH TIME:** **7:15**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
2	Remove lid. If the trap is equipped with removable baffles, remove them.			<b>Grease Trap not in use</b>
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			
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 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:**