





PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **OVEN**

ACTIVITY AND BLDG #: **Albany 001**MECHANIC
SIGNATURE: DATE: **1/3/2022**LOCATION/RM #: **kitchen** WO# ASSET # START TIME: **0930**FINISH TIME: **1000**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|--|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Notify cafeteria operator and get permission prior to performing all maintenance. |  | | |
| 2 | 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. |  | | unit turned off. building abandoned |
| 3 | De-energize, lock out, and tag electrical circuits and fuel service. |  | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check with operating or area personnel for any deficiencies; verify cleaning program. |  | | |
| 2 | Check all controls, mechanisms for proper operation; adjust as required. | | | |
| 3 | Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks. | | | |
| 4 | Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks. | | | |
| 5 | Check the operation of thermostats; calibrate if required | | | |
| 6 | Clean and adjust gas burners. | | | |
| 7 | Check safety pilot and solenoid. | | | |
| 8 | Clean and adjust pilot light assembly. | | | |
| 9 | Check flue for proper draft or obstructions. | | | |
| 10 | Lubricate gas valves. | | | |
| 11 | Clean interior walls and elements to obtain maximum heat transfer. | | | |
| 12 | Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary. | | | |
| 13 | Examine handles, knobs and controls for tightness and safe condition. | | | |

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: