

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MISCELLANEOUS KITCHEN EQUIPMENT

ACTIVITY AND BLDG #: **Schenectady 060**

LOCATION/RM #: **building** **WO#**

ASSET #

**MECHANIC
SIGNATURE:**

DATE: **1/4/2022**

1100

START TIME:

FINISH TIME: **1300**

| 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. | ✓ | | |
| 3 | De-energize, lock out, and tag electrical circuits and fuel service. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check with operator or manager for any deficiencies, verify cleaning program. | ✓ | | |
| 2 | Check all controls, mechanisms for proper operation; adjust as required. | ✓ | | |
| 3 | If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks. | ✓ | | |
| 4 | If applicable, check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks. | ✓ | | |
| 5 | Ensure unit is clean and in working order. Note any deficiencies. | ✓ | | |

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 Worker

Additional Notes: