

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FOOD SERVING TABLE

ACTIVITY AND BLDG #: Albany 001

LOCATION/RM #: kitchen WO# ASSET #

MECHANIC SIGNATURE: [Signature]

DATE:

START TIME: FINISH TIME:

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.			told to hold of maintenance due to break ins
2	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.			
3	De-energize, lock out, and tag electrical circuits.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Clean all exterior laminated surfaces, aluminium hardware and wire shelves with a mild soap solution, using a damp cloth followed by a lint-free dry cloth.			
3	All glass can be cleaned with a non-abrasive cleaner			
4	Plexiglas can be cleaned and polished with specialized acrylic cleaners. Do not use strong alkali solutions, steel wool, or abrasive cleaners.			
5	Stainless steel surfaces may be cleaned with a non-abrasive cleaner applied liberally. Wipe and dry with smooth strokes in the direction of the polish marks on the steel.			
6	To clean the interior of the display case and wire shelves, use a mild soap solution using a damp cloth followed by a lint-free dry cloth, being sure to wring out excess water			
7	If applicable, clean evaporator coil as needed.			
8	If applicable, clean the condenser coil: Switch off the compressor and remove grill panel. Vacuum condenser coils (front and rear) and remove all foreign materials. Replace the grill prior to starting compressor.			

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: