

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **RANGE**

ACTIVITY AND BLDG #: **Saugerties 128**MECHANIC  
SIGNATURE: DATE: **1/4/2023**LOCATION/RM #: **kitchen** WO# **20318** ASSET # **10812**START TIME: **1345**FINISH TIME: **1415**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                        | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 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                                          | Examine burner guards, covers or cook top surfaces for cracks or damage.                                                                                                      | ✓             |    |                                                                         |
| 6                                          | Clean and adjust gas burners and pilot light assembly.                                                                                                                        | ✓             |    |                                                                         |
| 7                                          | Clean electric heating elements and check amperage against nameplate.                                                                                                         | ✓             |    |                                                                         |
| 8                                          | Examine handles, knobs and controls for tightness and safe condition.                                                                                                         | ✓             |    |                                                                         |
| 9                                          | Check automatic burner lighters and safety controls.                                                                                                                          | ✓             |    |                                                                         |
| 10                                         | Lubricate gas valves.                                                                                                                                                         | ✓             |    |                                                                         |
| 11                                         | Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.                                                         | ✓             |    |                                                                         |

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:**