

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**REACH-IN REFRIGERATORS/ FREEZERS**

**SITE AND BLDG #:** Rotterdam

**MECHANIC  
SIGNATURE:**

**DATE:** 2/11/2021

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



**ASSET #**



**START TIME:** 1430

**FINISH TIME:** 1500

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 1   | Review manufacturer's instructions.   |               |    |   |
| 2   | De-energize, lock out, and tag electrical circuits.   |               |    |   |
| 3   | If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.  |               |    |   |
| 4   | If materials containing refrigerants are discarded, comply with EPA regulations as applicable.  |               |    |   |
| 5   | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.                                    |               |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Check with operating or area personnel for any deficiencies; verify cleaning program.   | ✓             |    |   |
| 2   | Verify indicator light on; check compartment temperature.   | ✓             |    |   |
| 3   | Examine evaporator for proper clearances/slope and air flow.  | ✓             |    |   |
| 4   | Examine handles, hinges and tightness of door closure.  | ✓             |    |   |
| 5   | Examine safety door release and fan shut down safety switch.  | ✓             |    |   |
| 6   | Inspect lighting for burnt out lamps.   | ✓             |    |   |
| 7   | Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.  | ✓             |    |   |
| 8   | Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).   | ✓             |    |   |
| 9   | Clean condenser coil and condensing unit section.   | ✓             |    |   |
| 10  | Clean and inspect defrost evaporation trays/pans.   | ✓             |    |   |
| 11  | Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours |               |    |   |
| 12  | Check operation of thermostats; calibrated as required.   |               |    |   |
| 13  | Check coil superheat and adjust to manufacturers recommendations.   |               |    |   |
| 14  | Inspect and service all electric motors.  |               |    |   |
| 15  | Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.  | ✓             |    |   |
| 16  | Check door gasket heater.   |               |    |   |
| 17  | Check box floor for water or ice accumulation.  |               |    |   |
| 18  | Check box for excessive ice build- up and open seams.   |               |    |   |

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:**