

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

**SITE AND BLDG #:** **Plattsburgh 054**

**MECHANIC  
SIGNATURE:**

**DATE:** **2/9/2022**

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

**ASSET #**

**START TIME:** **1145**

**FINISH TIME:** **1230**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                            | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                   | YES           | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                   |               |    |                                                                         |
| 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.                                    | ✓             |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                   |               |    |                                                                         |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**