

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GREASE TRAP

| | | |
|-------------------------------|----------------------------------|---------------------------|
| SITE AND BLDG #: _____ | MECHANIC SIGNATURE: _____ | DATE: _____ |
| LOCATION/RM #: _____ | WO# _____ | ASSET # _____ |
| 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 | 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. | | | |
| 2 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | | | |
| 3 | Insure proper grease disposal. | | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps. | | | |
| 2 | Remove lid. If the trap is equipped with removable baffles, remove them. | | | |
| 3 | Make sure the flow restrictor on the inflow pipe is present. | | | |
| 4 | If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation. | | | |
| 5 | Replace lid and baffles. | | | |
| 6 | Return (or fill) water to grease trap | | | |
| 7 | Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years. | | | |

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 Technician

Additional Notes: