

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST GRILL

<b>ACTIVITY AND BLDG #:</b> _____	<b>MECHANIC SIGNATURE:</b> _____	<b>DATE:</b> _____
<b>LOCATION/RM #:</b> _____	<b>WO#</b> _____	<b>ASSET #</b> _____
<b>START TIME:</b> _____		<b>FINISH TIME:</b> _____

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.			
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 operator to verify cleaning program			
2	Check with operating or area personnel for any deficiencies.			
3	Check nuts, bolts, and screws for tightness; tighten or replace as required.			
4	Inspect grease trough, drip tray, splash guard, and surface condition.			
5	Examine gas utility supply line, valve packing, tighten fittings as required.			
6	Examine/clean burners and elements.			
7	On gas operated units, check pilot and gas burners for uniform flame; adjust as required.			
8	On electrically operated units, check switches, connections, and wiring for loose or overheated conditions.			
9	Check calibration of thermostats; calibrate if required			
10	Check flue for proper draft or obstructions.			
11	Lubricate gas valves.			
12	Examine control knobs and indicating lights; adjust/replace as required.			

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:**