

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST OVEN

ACTIVITY 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	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	Check the operation of thermostats; calibrate if required			
6	Clean and adjust gas burners.			
7	Check safety pilot and solenoid.			
8	Clean and adjust pilot light assembly.			
9	Check flue for proper draft or obstructions.			
10	Lubricate gas valves.			
11	Clean interior walls and elements to obtain maximum heat transfer.			
12	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.			
13	Examine handles, knobs and controls for tightness and safe condition.			

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: