

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### RANGE

<b>ACTIVITY AND BLDG #:</b> _____	<b>MECHANIC SIGNATURE:</b> _____	
<b>LOCATION/RM #:</b> _____	<b>DATE:</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 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	Examine burner guards, covers or cook top surfaces for cracks or damage.			
6	Clean and adjust gas burners and pilot light assembly.			
7	Clean electric heating elements and check amperage against nameplate.			
8	Examine handles, knobs and controls for tightness and safe condition.			
9	Check automatic burner lighters and safety controls.			
10	Lubricate gas valves.			
11	Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.			

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:**