

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

SITE AND BLDG #: DE007 B-4

MECHANIC  
SIGNATURE: *JL W B*

DATE: 07/19/22

LOCATION/RM #:

WO# 18445

ASSET #

OY4-222-223

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	De-energize, lock out, and tag electrical circuits.	/	/	
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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. Replace if required.	/	/	
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	/	/	
8	Clean condenser coil and condensing unit section.	/	/	
9	Clean and inspect defrost evaporation trays/pans.	/	/	
10	Check operation of thermostats; calibrated as required.	/	/	
11	Check coil superheat and adjust to manufacturers recommendations.	/	/	
12	Inspect and service all electric motors.	/	/	
13	Check box floor for water or ice accumulation.	/	/	
14	Clean up area and note any deficiencies.	/	/	

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:**