

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OVEN**

ACTIVITY AND BLDG #: DE007 B-4

MECHANIC  
SIGNATURE: 

DATE: 07/19/22

LOCATION/RM #: WO# 18415 ASSET # OY4-224

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	Notify cafeteria operator and get permission prior to performing all maintenance.	/	/	
2	De-energize, lock out, and tag electrical circuits and fuel service.	/	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**