

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### KITCHEN HOOD

ACTIVITY AND BLDG #: NY013 BLDG1

MECHANIC  
SIGNATURE: 

DATE: 12/22/22

LOCATION/RM #: kitchen WO# ASSET # 20081

START TIME: 9:30am

FINISH TIME: 9:15am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean all accessible surfaces thouroughly.		✓	
2	Check all louvers and dampers. If dampers must be moved to ensure complete cleaning, ensure they will be marked and returned to their original position to prevent unbalancing the system.		✓	
3	Clean and/or replace filters, if applicable.		✓	
4	Enure unit is operating properly, not 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:**

this kitchen hood is out of service has not been used in 4 years that I know of