

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

KITCHEN HOOD

ACTIVITY AND BLDG #: NY067 BLDG1

MECHANIC SIGNATURE:  DATE: 1/10/23

LOCATION/RM #: kitchen WO# 20276 ASSET # 10571

START TIME: 7:30am FINISH TIME: 8am

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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean all accessible surfaces thouroughly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Clean and/or replace filters, if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Enure unit is operating properly, not any deficiencies.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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: