

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## KITCHEN RANGE HOOD

ACTIVITY AND BLDG #: NY023-200

MECHANIC

SIGNATURE: *Tm L*

DATE: *12/18/18*

LOCATION: *KITCHEN*

START TIME: *10AM*

FINISH TIME: *12PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	1607	9488	PM-SA-9488				J-38 1-pc Kitchen Hood	<i>kitchen</i>
NY023-200	1608	9489	PM-SA-9489	<i>unable to</i>	<i>locate</i>		J-38 2-pc Kitchen Hood	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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.			checked operation of fan
2	Review manufacturer's instructions.			
3	always Follow lock out/tag out procedures . De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove filters, scrape and wash plenum walls, filter frames and fire suppression equipment (not including the fusible links and trigger mechanisms).			cleaned filters
2	Scrape and/or brush the interior surfaces of all accessible horizontal and vertical ductwork.			
3	Wash all fan blades, interior and exterior of fan housing and drip pans (hot, high pressure wash when possible).			

4	Clean all louvers and dampers. If dampers must be moved to ensure complete cleaning, they will be marked and returned to their original position to prevent unbalancing the system.			
5	Replace filters to their original position			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**

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