PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: NY023-200

LOCATION/RM #: 200

MECHANIC SIGNATURE: John Suthard

DATE: 11/6/18

START TIME: 915Am

FINISH TIME: 10Am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	1220	9440	PM-QT-9440		ET14DCXL		J-23 1-pc Refrigerator, Household	
NY023-200	1221	9441	PM-QT-9441				J-23 1-pc Refrigerator, Household	
NY023-200	1222	9442	PM-QT-9442		T49	13308907	J-23 1-pc Refrigerator, 2 Section, Reach In, Electric	
NY023-200	1223	9443	PM-QT-9443		2R	14482672	J-23 1-pc Refrigerator, 2 Section, Reach In, Electric	
NY023-200	1224	9444	PM-QT-9444		G12010	T244150C02	J-23 1-pc Freezer Upright	
NY023-200	1227	9447	PM-QT-9447		T49	7842585	J-23 1-pc Refrigerator, 2 Section, Reach In, Electric	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.	✓		
2	De-energize, lock out, and tag electrical circuits.	✓		
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓		
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	✓		
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	✓		
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓		
9	Clean condenser coil and condensing unit section.	✓		
10	Clean and inspect defrost evaporation trays/pans.	✓		
11	Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours	✓		
12	Check operation of thermostats; calibrated as required.	✓		
13	Check coil superheat and adjust to manufacturers recommendations.	✓		
14	Inspect and service all electric motors.	✓		

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	✓		
16	Check door gasket heater.	✓		
17	Check box floor for water or ice accumulation.	✓		
18	Check box for excessive ice build- up and open seams.	✓		

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:**