

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**MISCELLANEOUS KITCHEN EQUIPMENT**

ACTIVITY AND BLDG #: NY023-123

MECHANIC SIGNATURE: *Deen Lowe*

DATE: 1/24/20

LOCATION: *Kitchen*

START TIME: 8:00 am

FINISH TIME: 9:00am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	6820	190917-161		GE	PEm31dflww	V6218149a	1-pc Microwave Electric	
NY023-123	6820	190917-162		Fridgedarire	fgmde205efb	9660700186	1-pc Microwave Electric	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	✓		
2	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.	✓		
3	Review manufacturer's instructions.	✓		
4	De-energize, lock out, and tag electrical circuits and fuel service.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operator or manager for any deficiencies, verify cleaning program.	✓		

2	Check all controls, mechanisms for proper operation; adjust as required.	✓		
3	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.	✓		
4	If applicable, check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	✓		
5	Ensure unit is clean and in working order. Note any deficiencies.	✓		

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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