

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**RANGE**

TY AND BLDG #: NY023-200

CATION: Kitchen

MECHANIC  
SIGNATURE: *Deen Rowe* DATE: 1/22/21  
START TIME: 1pm FINISH TIME: 2pm

ation	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	11262	9456	PM-AN-9456	Vulcan			J-24 2-pc Range, Standard Oven, Electric	

ECK INT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	Preventive maintenance services should be performed by a qualified manufacturer's service representative.	✓			
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	Notify cafeteria operator and get permission prior to performing all maintenance.	✓	✓		
5	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	✓			

TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓			
2	Check all controls, mechanisms for proper operation; adjust as required.	✓			
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	✓			
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	✓			
5	Examine burner guards, covers or cook top surfaces for cracks or damage.	✓			

6	Clean and adjust gas burners and pilot light assembly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Clean electric heating elements and check amperage against nameplate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check automatic burner lighters and safety controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0	Lubricate gas valves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

lolist compiled in accordance with:

General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

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

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