

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OVEN**

**MECHANIC  
SIGNATURE:**

*Deen Lane*

**DATE:** 1/11/21

**START TIME:** 1pm

**FINISH TIME:** 2pm

**ACTIVITY AND BLDG #:**  
 NY023-200

**LOCATION:** Kitchen

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	11279	9473	PM-AN-9473	Cleveland	PEM2242J	7.31E+12	J-24 1-pc Oven, Pizza	
NY023-200	11280	9474	PM-AN-9474	Vulcan			J-24 2-pc Oven, Convection	

CHECK POINT	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.	<input checked="" type="checkbox"/>		
4	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	<input checked="" type="checkbox"/>		
2	Check all controls, mechanisms for proper operation; adjust as required.	<input checked="" type="checkbox"/>		
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	<input checked="" type="checkbox"/>		
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	<input checked="" type="checkbox"/>		<i>Not Gas</i>
5	Check and clean fan blades for convection ovens.	<input checked="" type="checkbox"/>		
6	Check to ensure ovens and oven racks are level	<input checked="" type="checkbox"/>		
7	Check the operation of thermostats; calibrate if required	<input checked="" type="checkbox"/>		
8	Clean and adjust gas burners.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not Gas</i>
9	Check safety pilot and solenoid.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not gas</i>
10	Clean and adjust pilot light assembly.	<input type="checkbox"/>	<input type="checkbox"/>	<i>" "</i>
11	Check flue for proper draft or obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<i>" "</i>
12	Lubricate gas valves.	<input type="checkbox"/>	<input type="checkbox"/>	<i>" "</i>

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TIDEWATER-KTCH-OVN-01

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
13	Tighten all electrical connections in panels, junction boxes, final connections, etc.	<input checked="" type="checkbox"/>		
14	Clean interior walls and elements to obtain maximum heat transfer.	<input checked="" type="checkbox"/>		
15	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.	<input checked="" type="checkbox"/>		
16	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>		

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:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*.October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**

\* CM- Bottom oven light nor exhaust is working.

