

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST RANGE

ACTIVITY AND BLDG #: NY023-200

MECHANIC

SIGNATURE:

Deen Rowe

DATE: 2/18/21

LOCATION:

Kitchen

START TIME:

12pm

FINISH TIME:

12:45pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	15706	9456	PM-AN-9456	Vulcan			J-24 2-pc Range, Standard Oven, Electric	

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.	✓		
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.	N	A
7	Clean electric heating elements and check amperage against nameplate.	✓	
8	Examine handles, knobs and controls for tightness and safe condition.	✓	
9	Check automatic burner lighters and safety controls.	✓	
10	Lubricate gas valves.	N	A
11	Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.	✓	

Electric Oven

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:

