

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**KITCHEN RANGE HOOD**

ACTIVITY AND BLDG #: NY023-200

MECHANIC  
SIGNATURE: *Mike Wolfe*

DATE: 12/17/19

LOCATION: Kitchen 200

START TIME: 8am

FINISH TIME: 12 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	6381	9488	PM-SA-9488	SFI Fabrication			J-38 1-pc Kitchen Hood	
NY023-200	6382	9489	PM-SA-9489	SFI Fabrication			J-38 2-pc Kitchen Hood	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Remove filters, scrape and wash plenum walls, filter frames and fire suppression equipment (not including the fusible links and trigger mechanisms).	✓	/		
2	Scrape and/or brush the interior surfaces of all accessible horizontal and vertical ductwork.	✓	/		
3	Wash all fan blades, interior and exterior of fan housing and drip pans (hot, high pressure wash when possible).	✓	/		

4	Clean all louvers and dampers. If dampers must be moved to ensure complete cleaning, they will be marked and returned to their original position to prevent unbalancing the system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Replace filters to their original position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:

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

**Additional Notes:**

Page 1 of 1

