

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**COLD SERVING TABLE (REFRIGERATED)**

ACTIVITY AND BLDG #: NY023-200

MECHANIC

SIGNATURE: Deen RoweDATE: 1/8/20LOCATION: Kitchen AreaSTART TIME: 1pmFINISH TIME: 2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	6644	9452		Piper	5BCM	30876	J-24 1-pc Serving Counter, Cold Food Table, Electric	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.	✓		
2	Notify cafeteria operator and get permission prior to performing all maintenance.	✓		
3	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	✓		
4	De-energize, lock out, and tag electrical circuits.	✓		
5	Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.	✓		
6	No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.	✓		
7	Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms.	✓		
8	Recover, recycle, or reclaim the refrigerant as appropriate.	✓		
9	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	✓		

10	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	✓		
11	Refrigerant oils to be treated as hazardous waste.	✓		
12	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓		

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TIDEWATER-KTCH-TBL-01

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
2	Clean all exterior laminated surfaces, aluminium hardware and wire shelves with a mild soap solution, using a damp cloth followed by a lint-free dry cloth.	✓		
3	All glass can be cleaned with a non-abrasive cleaner	✓		
4	Plexiglas can be cleaned and polished with specialized acrylic cleaners. Do not use strong alkali solutions, steel wool, or abrasive cleaners.	✓		
5	Stainless steel surfaces may be cleaned with a non-abrasive cleaner applied liberally. Wipe and dry with smooth strokes in the direction of the polish marks on the steel.	✓		
6	To clean the interior of the display case and wire shelves, use a mild soap solution using a damp cloth followed by a lint-free dry cloth, being sure to wring out excess water	✓		
7	Clean evaporator coil as needed.	✓		
8	Clean the condenser coil: Switch off the compressor and remove grill panel. Vacuum condenser coils (front and rear) and remove all foreign materials. Replace the grill prior to starting compressor.	✓		

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:**

