

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

RANGE

Y AND BLDG #: NY023-200

CATION: Kitchen

MECHANIC

SIGNATURE:

Seen Rowe

DATE:

1/23/20

START TIME: 8am

FINISH TIME:

9am

ation	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
023-	6647	9456		Vulcan			J-24 2-pc Range, Standard Oven, Electric	

CHECK 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.	✓		
7	Clean electric heating elements and check amperage against nameplate.	✓		
8	Examine handles, knobs and controls for tightness and safe condition.	✓		Its electric not Gas
9	Check automatic burner lighters and safety controls.	✓		
10	Lubricate gas valves.	✓		
11	Check electric power line condition (switch, disconnect, etc.), or check condition of gas supply, valves, regulators.	✓		

: 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:

