

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: NY023-200

MECHANIC
SIGNATURE: *Deen Rose*

DATE: *2/7/20*

LOCATION/RM #: *Kitchen*

START TIME: *8am*

FINISH TIME: *10am*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|------------|--------------|--------------|--------------|----------|---|----------------|
| NY023-200 | 7174 | 9443 | PM-QT-9443 | Continental | 2R | 14482672 | J-23 1-pc Refrigerator, 2 Section, Reach In, Electric | |
| NY023-200 | 7176 | 9447 | PM-QT-9447 | TRUE | T49 | 7842585 | J-23 1-pc Refrigerator, 2 Section, Reach In, Electric | |
| NY023-200 | 7289 | 190917-185 | PMQ190917193 | Norlake | f49-s | 15080154 | 1-pc Refrigerator 2 section | |
| NY023-200 | 7289 | 190917-186 | PMQ190917193 | Norlake | f49-s | 16040219 | 1-pc Freezer 2 section | |

| 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 | De-energize, lock out, and tag electrical circuits. | ✓ | | |
| 3 | If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance. | ✓ | | |
| 4 | If materials containing refrigerants are discarded, comply with EPA regulations as applicable. | ✓ | | |
| 5 | Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check with operating or area personnel for any deficiencies; verify cleaning program. | ✓ | | |
| 2 | Verify indicator light on; check compartment temperature. | ✓ | | |
| 3 | Examine evaporator for proper clearances/slope and air flow. | ✓ | | |
| 4 | Examine handles, hinges, and tightness of door closure. | ✓ | | |
| 5 | Examine safety door release and fan shut down safety switch. | ✓ | | |
| 6 | Inspect lighting for burnt out lamps. | ✓ | | |

| | | | | |
|----|---|---|--|--|
| 7 | Check starter panels and controls for proper operation, burned or loose contacts, and loose connections. | ✓ | | |
| 8 | Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s). | ✓ | | |
| 9 | Clean condenser coil and condensing unit section. | ✓ | | |
| 10 | Clean and inspect defrost evaporation trays/pans. | ✓ | | |
| 11 | Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours | ✓ | | |
| 12 | Check operation of thermostats; calibrated as required. | ✓ | | |
| 13 | Check coil superheat and adjust to manufacturers recommendations. | ✓ | | |
| 14 | Inspect and service all electric motors. | ✓ | | |

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|-------------|--|---------------|----|---|
| | | YES | NO | |
| 15 | Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil. | ✓ | | |
| 16 | Check door gasket heater. | ✓ | | |
| 17 | Check box floor for water or ice accumulation. | ✓ | | |
| 18 | Check box for excessive ice build- up and open seams. | ✓ | | |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**



