PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
KITCHEN RANGE HOOD

ACTIVITY AND BLDG #: NY058-104

MECHANIC _Deen Rowe_   _12/15/20_

SIGNATURE: **DATE:**

LOCATION: _Kitchen_

START TIME: _2pm_   **FINISH TIME:** _2:30pm_

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	10892	10329	PM-SA-10329	Kitchen Ventilation Specialists	1462		J-38 1-pc Kitchen Hood	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
	SPECIAL INSTRUCTIONS			
1	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.	✓		
2	Review manufacturer's instructions.	✓		
3	always Follow lock out/tag out procedures . De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
	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.	✓		
5	Replace filters to their original position	✓		

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: