

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**REACH-IN REFRIGERATORS/ FREEZERS**

**SITE AND BLDG #:** NY023-200

**LOCATION/RM #:** Kitchen (1<sup>st</sup> floor and 2<sup>nd</sup> floor)

**MECHANIC  
SIGNATURE:** *Deon Rowe*

**DATE:** 11/16/21

**START TIME:** 9AM

**FINISH TIME:** 12 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	15013	10279	PM-QT-10279	TRUE	T-49	1-3248462	J-23 1-pc Refrigerator, 2 Section, Reach In	
NY058-104	15014	10281	PM-QT-10281	Frigidaire	FFHT1814L W3	BA11612082	J-23 1-pc Refrigerator, Household	
NY058-104	15015	10282	PM-QT-10282	Frigidaire	FFHT1814L W3	BA11612079	J-23 1-pc Refrigerator-Freezer	
NY058-104	15016	10283	PM-QT-10283	TRUE	T-23	5011495	J-23 1-pc Refrigerator	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓	/	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				

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.	✓	/	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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:**

\* Asset # 10283 (freezer) is icing up needs, freezer needs to be shut off so ice can melt, to further diagnose the issue. - (CM - WO# 15016  
Asset# 10283)

Iced Up Unit.

