

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**KITCHEN RANGE HOOD**

ACTIVITY AND BLDG #: NY058-104

MECHANIC  
SIGNATURE: *DEW Rowe*

DATE: 12/17/21

LOCATION: Kitchen

START TIME: 2pm FINISH TIME: 3 pm

| Site Location | WO #  | Asset # | PM #        | Manufacturer             | Model Number | Serial # | Asset Description      | Asset Location |
|---------------|-------|---------|-------------|--------------------------|--------------|----------|------------------------|----------------|
| NY058-104     | 15358 | 10329   | PM-SA-10329 | Kitchen Ventilation Spec | 1462         |          | J-38 1-pc Kitchen Hood |                |
|               |       |         |             |                          |              |          |                        |                |
|               |       |         |             |                          |              |          |                        |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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).  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| 5 | Replace filters to their original position  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |

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:**

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