

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

KITCHEN RANGE HOOD

SITE AND BLDG#: NY058-104

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (DROWE)*

DATE: 6/6/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY058-104	2-22511		PM-SA-10329					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
		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	
5	If dampers must be moved to ensure complete cleaning, they will be marked and returned to their original position to prevent unbalancing the system	
6	Replace filters to their original position	

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: