

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

## REACH-IN REFRIGERATORS/ FREEZERS

**SITE AND BLDG#:** NY058-104

**MECHANIC**

**SIGNATURE:** *SIGNATURE ON FILE (DROWE)*

**DATE:** 8/7/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY058-104	2-23505		PM-QT-10283					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
		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	
12	Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours	
13	Check operation of thermostats; calibrated as required	
14	Check coil superheat and adjust to manufacturers recommendations	
15	Inspect and service all electric motors	
16	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil	
17	Check door gasket heater	
18	Check box floor for water or ice accumulation	
19	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.

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TO BE PERFORMED AT EACH INSPECTION SERVICE		

To be performed by: General Maintenance Worker

Additional Notes: