

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

ACTIVITY AND BLDG #: NY058-104

MECHANIC  
 SIGNATURE:

START TIME: 3pm

DATE: 12/28/22

LOCATION: Kitchen

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	20005	10329	PM-SA-10329	Kitchen Ventilation Spec	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	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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:**

Replaced light bulb (1 out of 3)