

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OVEN**MECHANIC  
SIGNATURE:

DATE:

1/9/23

START TIME:

2pm

FINISH TIME:

3pm

ACTIVITY AND BLDG

NY058-104

LOCATION:

Kitchen

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	20253	10292	PM-AN-10292	Hobart	188520-00	188520-00	J-24 1-pc Oven, Convection, Double Deck Electric	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Preventive maintenance services, should be performed by a qualified manufacturer's service representative.	✓	/	
2	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.	✓	/	
3	Review manufacturer's instructions.	✓	/	
4	Notify cafeteria operator and get permission prior to performing all maintenance.	✓	/	
5	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	✓	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	✓	/	
2	Check all controls, mechanisms for proper operation; adjust as required.	✓	/	
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	✓	/	
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	✓	/	
5	Check and clean fan blades for convection ovens.	✓	/	
6	Check to ensure ovens and oven racks are level	✓	/	
7	Check the operation of thermostats; calibrate if required	✓	/	
8	Clean and adjust gas burners.	N	A	Electric Not Gas
9	Check safety pilot and solenoid.	N	A	
10	Clean and adjust pilot light assembly.	N	A	
11	Check flue for proper draft or obstructions.	N	A	
12	Lubricate gas valves.	N	A	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
13	Tighten all electrical connections in panels, junction boxes, final connections, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Clean interior walls and elements to obtain maximum heat transfer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>	<input checked="" 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:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**