


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OVEN

ACTIVITY AND BLDG #: NY067 BLDG1MECHANIC SIGNATURE:  DATE: 1/10/23LOCATION/RM #: kitchen WO# 20275, ASSET # 10570,
20277 10572START TIME: 7am FINISH TIME: 7:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	De-energize, lock out, and tag electrical circuits and fuel service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Check all controls, mechanisms for proper operation; adjust as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check the operation of thermostats; calibrate if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Clean and adjust gas burners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Check safety pilot and solenoid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Clean and adjust pilot light assembly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Check flue for proper draft or obstructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Lubricate gas valves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Clean interior walls and elements to obtain maximum heat transfer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13	Examine handles, knobs and controls for tightness and safe condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: