

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**OVEN**

ACTIVITY AND BLDG #: **NY067 BLDG1**MECHANIC  
SIGNATURE: DATE: **1/10/23**

LOCATION/RM #: **kitchen** WO# **20275**, ASSET # **10570**,  
**20277** **10572**

START TIME: **7am**FINISH TIME: **7:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	✓		
2	De-energize, lock out, and tag electrical circuits and fuel service.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 the operation of thermostats; calibrate if required	✓		
6	Clean and adjust gas burners.	✓		
7	Check safety pilot and solenoid.	✓		
8	Clean and adjust pilot light assembly.	✓		
9	Check flue for proper draft or obstructions.	✓		
10	Lubricate gas valves.	✓		
11	Clean interior walls and elements to obtain maximum heat transfer.	✓		
12	Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary.	✓		
13	Examine handles, knobs and controls for tightness and safe condition.	✓		

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: