

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: *Pr 051 - 188*LOCATION/RM #: *Kitchen* WO# *16928* ASSET # *7481*MECHANIC
SIGNATURE: *Tg2*DATE: *8/12/18*START TIME: *1025-*FINISH TIME: *1030*

ITEM #	DESCRIPTION	TOOLS & EQUIPMENT NAMES (checkmark)	HOURS/ACTIVITIES	
			MISS	OK
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.		<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		<input checked="" type="checkbox"/>	
3	Insure proper grease disposal.		<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.		<input checked="" type="checkbox"/>	
2	Remove lid. If the trap is equipped with removable baffles, remove them.		<input checked="" type="checkbox"/>	
3	Make sure the flow restrictor on the inflow pipe is present.		<input checked="" type="checkbox"/>	
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.		<input checked="" type="checkbox"/>	
5	Replace lid and baffles.		<input checked="" type="checkbox"/>	
6	Return (or fill) water to grease trap.		<input checked="" type="checkbox"/>	
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.		<input checked="" 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 description of the deficiency.

To be performed by: General Maintenance Technician

Additional Notes: