

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GREASE TRAP**

**SITE AND BLDG #:** NY067-1 Utica

**MECHANIC  
SIGNATURE:**

**DATE:** 7/6/23

**LOCATION/RM #:** Kitchen      **WO#** 22455      **ASSET #** 10615

**START TIME:** 1755

**FINISH TIME:** 1816

<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>		<b>NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>
		<b>YES</b>	<b>NO</b>	
<b>SPECIAL INSTRUCTIONS</b>				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X		
2	Insure proper grease disposal.-Tanks are pumped by local septic companies	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Remove lid. If the trap is equipped with removable baffles, remove them.	X		
2	Make sure the flow restrictor on the inflow pipe is present.	X		
3	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	X		
4	Replace lid and baffles.	X		
5	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years. -In Maximo under WO#	X		

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:**