

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: <u>NY065-01</u>		MECHANIC SIGNATURE: <u>Bill Davis</u>	DATE: <u>2/6/24</u>	
LOCATION/RM #:	WO# <u>14910</u>	ASSET # <u>6895</u>	START TIME:	
LOCATION/RM #:	WO# <u>14910</u>	ASSET # <u>6895</u>	FINISH TIME:	
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	•		
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	•		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	•		
2	Verify indicator light on; check compartment temperature.	•		
3	Examine evaporator for proper clearances/slope and air flow.	•		
4	Examine handles, hinges and tightness of door closure.	•		
5	Examine safety door release and fan shut down safety switch.	•		
6	Inspect lighting for burnt out lamps. Replace if required.	•		
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	•		
8	Clean condenser coil and condensing unit section.	•		
9	Clean and inspect defrost evaporation trays/pans.	•		
10	Check operation of thermostats; calibrated as required.	•		
11	Check coil superheat and adjust to manufacturers recommendations.	•		
12	Inspect and service all electric motors.	•		
13	Check box floor for water or ice accumulation.	•		
14	Clean up area and note any deficiencies.	•		

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:

Asset#6895 is condemned for removal