

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**REACH-IN REFRIGERATORS/ FREEZERS**

MECHANIC  
SIGNATURE:



DATE: 2/7/24

START TIME: 11AM

FINISH TIME: 12PM

SITE AND BLDG #: VA033

LOCATION/RM #: WO# 14913 ASSET # 6878

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	
		YES	NO
<b>SPECIAL INSTRUCTIONS</b>			
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.	●	
<b>TO BE PERFORMED AT EACH</b>			
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:**

1 piece 2 section refrigerator checks out well with no issues.  
 -AS