

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA033-01
LOCATION/RM #: Kitchen **WO#** 11937 **ASSET #** 6903

**MECHANIC
SIGNATURE:**

DATE: 2/6/2023

START TIME: 2PM **FINISH TIME:** 3PM

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.	<input checked="" type="checkbox"/>		
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	<input checked="" type="checkbox"/>		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	<input checked="" type="checkbox"/>		
2	Verify indicator light on; check compartment temperature.	<input checked="" type="checkbox"/>		
3	Examine evaporator for proper clearances/slope and air flow.	<input checked="" type="checkbox"/>		
4	Examine handles, hinges and tightness of door closure.	<input checked="" type="checkbox"/>		
5	Examine safety door release and fan shut down safety switch.	<input checked="" type="checkbox"/>		
6	Inspect lighting for burnt out lamps. Replace if required.	<input checked="" type="checkbox"/>		
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	<input checked="" type="checkbox"/>		
8	Clean condenser coil and condensing unit section.	<input checked="" type="checkbox"/>		
9	Clean and inspect defrost evaporation trays/pans.	<input checked="" type="checkbox"/>		
10	Check operation of thermostats; calibrated as required.	<input checked="" type="checkbox"/>		
11	Check coil superheat and adjust to manufacturers recommendations.	<input checked="" type="checkbox"/>		
12	Inspect and service all electric motors.	<input checked="" type="checkbox"/>		
13	Check box floor for water or ice accumulation.	<input checked="" type="checkbox"/>		
14	Clean up area and note any deficiencies.	<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 Worker

Additional Notes:

There are actually two upright freezers at this location and both are working great.

-AS