

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

 MECHANIC
 SIGNATURE:



DATE: 2/12/2025

SITE AND BLDG #: PA063

LOCATION/RM #: WO# 17829 ASSET # 6885

START TIME: 11:00AM

FINISH TIME: 12:00PM

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					
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: