

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA001

MECHANIC
SIGNATURE: 

DATE: 11/13/24

LOCATION/RM #: WO# 17036 ASSET # 6877

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

1 piece 2 section refrigerator is out of commission and needs replaced.
-AS

