

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

MECHANIC  
SIGNATURE:



DATE: 2/4/25

SITE AND BLDG #: VA001

LOCATION/RM #:                      WO# 17842                      ASSET # 6788

START TIME: 12PM

FINISH TIME: 1PM

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:** Freezer is out of commission and needs replaced.

-AS