

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA001

MECHANIC
SIGNATURE: 

DATE: 5/12/25

LOCATION/RM #: WO# 18711 ASSET # 6788

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS
		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 freezer is out of commission and needs a compressor.
 Replacement is recommended.
 -AS

