

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

MECHANIC
SIGNATURE:



DATE: 5/6/25

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 18712 **ASSET #** 9023

START TIME: 12PM

FINISH TIME: 1PM

| 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 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Reach-In freezer checks out well.
-AS