

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

MECHANIC  
SIGNATURE:



DATE: 5/6/25

SITE AND BLDG #: VA012

LOCATION/RM #:                      WO# 18712                      ASSET # 9024

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

Reach-In Refrigerator checks out well with no issues.  
-AS