

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### REACH-IN REFRIGERATORS/ FREEZERS

MECHANIC

SIGNATURE: 

DATE: 27-AUG-2025

SITE AND BLDG #: VA001-01


LOCATION/RM #:

WO# 19699

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 |   |               |    |  |  |
| 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:

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

