PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA033-01

MECHANIC SIGNATURE: [signature]

DATE: 12-FEB-2026

LOCATION/RM #:

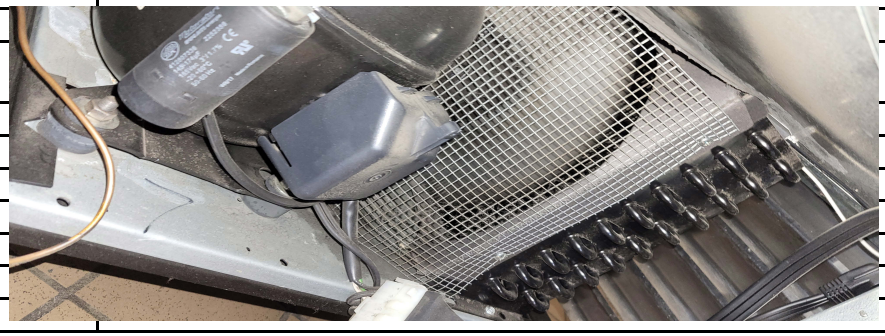
WO# 21105

ASSET # 6903

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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				
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 perfomed by: General Maintenance Worker

Additional Notes: 2 piece freezer is working well with no issues.
-AS