

**REVIEWED**

By Mike Merchan at 1:13 pm, Feb 27, 2019

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

**SITE AND BLDG #:** VA099-01**MECHANIC SIGNATURE:** Tim C**DATE:** 2/27/19**LOCATION/RM #:** 1c kuhne**START TIME:** 10 AM**FINISH TIME:** 12 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	7250	1607		Traulsen	B400	T38991E13	J-1502000-23 2-pc Refrigerator, 2 Section, Reach In, Electric	1c kuhne
VA099-01	7250	1608		Traulsen	RHT232WUT- FHS	T38990E13	J-1502000-23 2-pc Refrigerator-Freezer, Reach In, Electric	1c kuhne

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Review manufacturer's instructions.			
2	De-energize, lock out, and tag electrical circuits.			
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.			
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.			
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.			
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Verify indicator light on; check compartment temperature.			35°F -5.5°F lights on
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.			
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.			

8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Clean condenser coil and condensing unit section.	<input type="checkbox"/>	<input type="checkbox"/>	
10	Clean and inspect defrost evaporation trays/pans.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours	<input type="checkbox"/>	<input type="checkbox"/>	
12	Check operation of thermostats; calibrated as required.	<input type="checkbox"/>	<input type="checkbox"/>	
13	Check coil superheat and adjust to manufacturers recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	
14	Inspect and service all electric motors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	cleaned gaskets
16	Check door gasket heater.	<input type="checkbox"/>	<input type="checkbox"/>	
17	Check box floor for water or ice accumulation.	<input type="checkbox"/>	<input type="checkbox"/>	
18	Check box for excessive ice build- up and open seams.	<input type="checkbox"/>	<input type="checkbox"/>	

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:**

cleaned inside with baking soda/water per manufacturer's recommendations



