

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: VA006-011574MECHANIC
SIGNATURE: DATE: 05-06-22

LOCATION/RM #:

WO# 17221

ASSET #

START TIME: 0900FINISH TIME: 1630

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.			was told originally these unit
2	Verify indicator light on; check compartment temperature.			weren't being used and turned
3	Examine evaporator for proper clearances/slope and air flow.			off. Found out today the units
4	Examine handles, hinges and tightness of door closure.			had problems. checked units
5	Examine safety door release and fan shut down safety switch.			over thoroughly and found blown
6	Inspect lighting for burnt out lamps. Replace if required.			Compressors. Freezer and
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).			refrigerator will need to be
8	Clean condenser coil and condensing unit section.			replaced.
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: