

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
GREASE TRAP

SITE AND BLDG #: **NY025-01**LOCATION/RM #: **WO# 9306 ASSET # 7488**MECHANIC
SIGNATURE: DATE: **6-19-19**START TIME: **12**FINISH TIME: **5 PM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.	X		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X		
3	Insure proper grease disposal.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	X		
2	Remove lid. If the trap is equipped with removable baffles, remove them.	X		
3	Make sure the flow restrictor on the inflow pipe is present.	X		
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	X		
5	Replace lid and baffles.	X		
6	Return (or fill) water to grease trap	X		
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	X		

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 Technician

Additional Notes: