

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MECHANIC

SIGNATURE: Christopher N Pothier DATE: 8 - 5 - 20

SITE AND BLDG #: NY001 - 01 Main Building

LOCATION/RM #: Kitchen **WO#** 9358 **ASSET #** 9016

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.	X		
2	De-energize, lock out, and tag electrical circuits.	X		
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	X		
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	X		
5	Only approved cleaning chemicals shall be used.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		X	See Notes
2	Visually check for refrigerant, oil and water leaks.	X		
3	Inspect ice condition/size.		X	See Notes
4	As needed, drain and clean unit with proper ice machine cleaning solution.		X	See Notes
5	Check date on water filter, Replace as needed. Water filters should be changed annually at a minimum.		X	See Notes
6	Check and tighten any loose screw-type electrical connections.	X		
7	Check all controls; adjust if necessary.	X		
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.		X	See Notes
9	Check and clear ice machine draining system (drain vent, strainer, trap).	X		
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.	X		
11	Clean motor, compressor, and condenser coil.	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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: This unit is on a site with no personnel. The water is shut off to this side of the building so it cannot be used. Electrically unit checks ok, unit is unpowered when not being checked.

Unit has no filter.