

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

**SITE AND BLDG #:** WV006-02

**MECHANIC  
SIGNATURE:** *Darby Bird*

**DATE:** 8-19-19

**LOCATION/RM #:**

**START TIME:** *3PM*

**FINISH TIME:** *3:30 PM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV006-02	10448	6905		<i>Whirlpool</i>			J-1502000-23 1-pc Refrigerator-Freezer	<i>Break Room</i>

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.	✓			
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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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.		✓	<i>N/A</i>	
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).	✓			
9	Clean condenser coil and condensing unit section.	✓			

10	Clean and inspect defrost evaporation trays/pans.	<input checked="" 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 checked="" type="checkbox"/>		
12	Check operation of thermostats; calibrated as required.	<input checked="" type="checkbox"/>		
13	Check coil superheat and adjust to manufacturers recommendations.	<input checked="" type="checkbox"/>		
14	Inspect and service all electric motors.	<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 checked="" type="checkbox"/>		
16	Check door gasket heater.		<input checked="" type="checkbox"/>	N/A
17	Check box floor for water or ice accumulation.	<input checked="" type="checkbox"/>		
18	Check box for excessive ice build- up and open seams.	<input checked="" 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:**



