

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

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

**MECHANIC  
SIGNATURE:**

*Andy Baird*

**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    |      | Whirlpool    |              |          | J-1502000-23 1-pc Refrigerator-Freezer | Break Rm       |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.   |               | ✓  | N/A   |
| 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.   | ✓ |  |  |
| 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 | ✓ |  |  |
| 12 | Check operation of thermostats; calibrated as required.   | ✓ |  |  |
| 13 | Check coil superheat and adjust to manufacturers recommendations.   | ✓ |  |  |
| 14 | Inspect and service all electric motors.  | ✓ |  |  |

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|-------------|--|---------------|----|---|
|             |  | YES           | NO |   |
| 15          | Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil. | ✓             |    |   |
| 16          | Check door gasket heater.  |               | ✓  | N/A   |
| 17          | Check box floor for water or ice accumulation.   | ✓             |    |   |
| 18          | Check box for excessive ice build- up and open seams.  | ✓             |    |   |

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:**



