

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

SITE AND BLDG #: WV010-01

MECHANIC  
SIGNATURE: 

DATE: 6-5-15

LOCATION/RM #:

START TIME: 12:00

FINISH TIME: 1:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV010-01	8619	6790	PM-QT-6803				J-1502000-23 1-pc Freezer, 2 Section, Reach In, Electric	
WV010-01	8619	6911	PM-QT-6803				J-1502000-23 2-pc Refrigerator, 2 Section	

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	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.		X	
2	Verify indicator light on; check compartment temperature.		X	
3	Examine evaporator for proper clearances/slope and air flow.		X	
4	Examine handles, hinges, and tightness of door closure.		X	
5	Examine safety door release and fan shut down safety switch.		X	
6	Inspect lighting for burnt out lamps.		X	
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.		X	

8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).		X	
9	Clean condenser coil and condensing unit section.		X	
10	Clean and inspect defrost evaporation trays/pans.		X	
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		X	
12	Check operation of thermostats; calibrated as required.		X	
13	Check coil superheat and adjust to manufacturers recommendations.		X	
14	Inspect and service all electric motors.		X	

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.		X	
16	Check door gasket heater.		X	
17	Check box floor for water or ice accumulation.		X	
18	Check box for excessive ice build- up and open seams.		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 Worker

**Additional Notes:**

**Note: Freezer and refrigerator both are out of service and need replaced. Jennifer is aware of both.**



