

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

**SITE AND BLDG #:** WV010-01

**MECHANIC**  
**SIGNATURE:**

**DATE:** 05AUG19

**LOCATION/RM #:** RM 121

**START TIME:** 12:30 P

**FINISH TIME:** 2:00 P

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV010-01	10403	6790					J-1502000-23 1-pc Freezer, 2 Section, Reach In, Electric	
WV010-01	10403	6911					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.	✓			
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.		✓	n/a	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		✓	n/a	
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.		✓	ALL EQUIP OFF DUE TO CONST.	
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.		✓	n/a	
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).	<input checked="" type="checkbox"/>		
9	Clean condenser coil and condensing unit section.	<input checked="" type="checkbox"/>		
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"/>	<i>N/A - NO POWER</i>
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"/>	<input checked="" type="checkbox"/>
14	Inspect and service all electric motors.	<input checked="" type="checkbox"/>	<input 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.			
16	Check door gasket heater.			
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:**



**ALL KITCHEN EQUIP. TURNED OFF @ BREAKERS DUE TO CONSTRUCTION (REPAIR OF DRYWALL CEILING DUE TO ROOF LEAK)**

