

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

**SITE AND BLDG #:** WV014-01

**MECHANIC**  
**SIGNATURE:** 

**DATE:** 5-31-16

**LOCATION/RM #:**

**START TIME:** 1:00

**FINISH TIME:** 2:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV014-01	8625	6879	PM-QT-6809		VR-2	G1194129	J-1502000-23 1-pc Refrigerator, 2 Section	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✗		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✗		
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	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.			

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:**



