

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### REACH-IN REFRIGERATORS/ FREEZERS

 MECHANIC  
SIGNATURE:



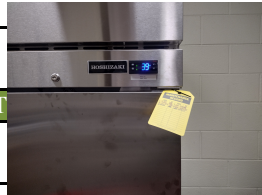

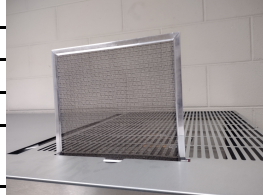
DATE: Feb 8, 2024

SITE AND BLDG #: WV014-01

LOCATION/RM #: WO# 14914 ASSET # 6879

START TIME:

FINISH TIME:

| CHECK POINT                     | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)             |   |
|---------------------------------|---|---------------|----|---|---|
|                                 |   | YES           | NO |   |   |
| SPECIAL INSTRUCTIONS            |   |               |    |   |   |
| 1                               | De-energize, lock out, and tag electrical circuits.   | ●             |    |  |  |
| 2                               | If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.        |               | ●  |   |   |
| TO BE PERFORMED AT EACH INSPECT |   |               |    |   |   |
| 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. Replace if required.  | ●             |    |   |   |
| 7                               | Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s). | ●             |    |   |   |
| 8                               | Clean condenser coil and condensing unit section.   | ●             |    |   |   |
| 9                               | Clean and inspect defrost evaporation trays/pans.   | ●             |    |   |   |
| 10                              | Check operation of thermostats; calibrated as required.   | ●             |    |   |   |
| 11                              | Check coil superheat and adjust to manufacturers recommendations.   |               | ●  |   |   |
| 12                              | Inspect and service all electric motors.  | ●             |    |   |   |
| 13                              | Check box floor for water or ice accumulation.  | ●             |    |   |   |
| 14                              | Clean up area and note any deficiencies.  | ●             |    |   |   |

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**