

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: WV014-01MECHANIC
SIGNATURE: James R Groft JrDATE: 03/03/2025LOCATION/RM #: _____ WO# 17822 ASSET # 6879

START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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 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.	☒		
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: