

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

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

**MECHANIC SIGNATURE:** James R Groft

**DATE:** 02/24/2026

**LOCATION/RM #:** \_\_\_\_\_ **WO#** 21106 **ASSET #** 6879

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

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

To be performed by: General Maintenance Worker

**Additional Notes:**