

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

**SITE AND BLDG #:** WV016-01

**LOCATION/RM #:** KITCHEN

**MECHANIC**  
**SIGNATURE:**

**DATE:** 6/14/19

**START TIME:** 8:00A

**FINISH TIME:** 9:00A

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV016-01	10414	6794					J-1502000-23 1-pc Freezer, 2 Section, Reach In, Electric	

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.	✓		OUT OF SERVICE	
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.	<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"/>	N/A OUT OF SERVICE
12	Check operation of thermostats; calibrated as required.		<input checked="" type="checkbox"/>	N/A
13	Check coil superheat and adjust to manufacturers recommendations.		<input checked="" type="checkbox"/>	N/A
14	Inspect and service all electric motors.	<input checked="" 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.	<input checked="" type="checkbox"/>		
16	Check door gasket heater.		<input checked="" type="checkbox"/>	N/A OUT OF SERVICE
17	Check box floor for water or ice accumulation.	<input checked="" type="checkbox"/>		
18	Check box for excessive ice build- up and open seams.	<input checked="" type="checkbox"/>		

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:**

UNIT OUT OF SERVICE, FACILITY VACANT



