

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **WV020-01**

MECHANIC
SIGNATURE: James R Groft Jr

DATE: **11/30/2025**

LOCATION/RM #: **WO#20472** **ASSET #** **9228**

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.		X	
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.		X	UNIT IS OUT OF SERVICE PENDING REPAIR
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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.			
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.			
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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: