

REVIEWED

By Michael Merchan at 9:19 am, Feb 08, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: WV022-01

LOCATION/RM #: Room 125

MECHANIC
SIGNATURE: *Patrick Davis*

DATE: 7 February 2019

START TIME: 7:30

FINISH TIME: 3:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV022-01	7363	6782		Consolidated	1F-SS	F9514101	J-1502000-23 1-pc Freezer Upright, Electric	Room 125

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.	/	/		
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	/	/	N	X
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.	/	/	UNITS	
2	Verify indicator light on; check compartment temperature.	/	/	FILE	
3	Examine evaporator for proper clearances/slope and air flow.	/	/	OUT OF	
4	Examine handles, hinges, and tightness of door closure.	/	/	SERVICE	
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.	/	
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	/	
12	Check operation of thermostats; calibrated as required.	/	
13	Check coil superheat and adjust to manufacturers recommendations.	/	
14	Inspect and service all electric motors.	/	

UNITS

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.	/		ART
16	Check door gasket heater.	/		
17	Check box floor for water or ice accumulation.	/		OUT OF SERVICE
18	Check box for excessive ice build- up and open seams.	/		

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:**

*Asset(s) should be decommissioned from inventory list



