

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: WV035

LOCATION/RM #: WO# 17850 **ASSET #** 9288

MECHANIC SIGNATURE: Brian McQuinn **DATE:** 2/21/2025

START TIME: 8:00AM **FINISH TIME:** 4:00PM

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.			This 2 door reach in ,has a locked up compressor ,and will need to be replaced before the refrigerator can function. Sending Reg quote info
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: