

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

 SITE AND BLDG #: WV035

 MECHANIC SIGNATURE: Brian McQuinn DATE: 8/14/2025

 LOCATION/RM #: _____ WO# 19708 ASSET # 9311,9305 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.	●		
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: