

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: RY 716-01 MECHANIC SIGNATURE: Mulanee DATE: 2/26/2020

LOCATION/RM #: 122A WO# ASSET # START TIME: FINISH TIME:

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.	☒		ASSET # 10695 FAN MOTOR NEEDED TO BE
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	☒		STARTER I will follow up
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	☒		when in done.
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	☒		CLEAN CONDENSER
2	Verify indicator light on; check compartment temperature.	☒		coil
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.	☒		
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.	☒		

15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	✓		
16	Check door gasket heater.	✓		
17	Check box floor for water or ice accumulation.	✓		
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 # — W.O. #
 PM-QT- 10692 — 7103 - 1 PC REF FREEZER
 PM-QT- 10694 — 7125 - 1 PC FREEZER UPRIGHT
 PM-QT- 10695 — 7106 - 1 PC REF 2 SECTION
 PM-QT- 10696 — 7207 - 1 PC REF 2 SECTION