

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MISCELLANEOUS KITCHEN EQUIPMENT

Electric microwave

MECHANIC

SIGNATURE: JPulawski

DATE: 1/4/2019

ACTIVITY AND BLDG #: Ry024

LOCATION/RM #: _____ WO# _____ ASSET # _____

START TIME: 1:00 PM FINISH TIME: 2:00 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE, CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Notify cafeteria operator and get permission prior to performing all maintenance.			
2	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered.			
3	De-energize, lock out, and tag electrical circuits and fuel service.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operator or manager for any deficiencies, verify cleaning program.			
2	Check all controls, mechanisms for proper operation; adjust as required.			
3	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.			
4	If applicable, check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot. check for Gas leaks.			
5	Ensure unit is clean and in working order. 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 description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

WO# 1828 - PM - AN - 9650

WO# 1829 - PM - AN - 9731

WO# 1832 - PM - AN - 9791

Bldg - 208 - 356 - 358