

MICROWAVE

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

MISCELLANEOUS KITCHEN EQUIPMENT

ACTIVITY AND BLDG #: 24024-208 MECHANIC SIGNATURE: Richard DATE: 1/4/2020

LOCATION/IRM #: WO# 668 ASSET # 9650 START TIME: 9:00 FINISH TIME: 11:00

CHECK POINT	DEFICIENCY DESCRIPTION	REPAIRS/RECOMMENDATIONS	NOTES/EXPLANATIONS
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	Do-energize, lock out, and tag electrical circuits and fuel service.		
4	Check with operator or manager for any deficiencies, verify cleaning program.		
5	Check all controls, mechanisms for proper operation; adjust as required.		
6	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.		
7	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.		
8	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:

MISSED ASSET

MICROWAVE IS GONE