

MICROWAVE

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
MISCELLANEOUS KITCHEN EQUIPMENT

ACTIVITY AND BLDG #: NY 024-358 MECHANIC SIGNATURE: Michaelo DATE: 1/3/2020
LOCATION/RM #: WO 6672 ASSET # 9791 START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/REMARKS	
		YES	NO	DEFICIENCIES FOUND	REPAIRS/RECOMMENDATIONS
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.	✓			
1	Check with operator or manager for any deficiencies, verify cleaning program.	✓			CLEAN MICROWAVE
2	Check all controls, mechanisms for proper operation; adjust as required.	✓			oven
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.	✓			yes
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: