

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

OVEN

ACTIVITY AND BLDG #: NY054 - 01 Main Building

MECHANIC

SIGNATURE: *Christopher N Pothier* **DATE:** 1 - 9 - 20

LOCATION/RM #: Kitchen **WO#** 6519 **ASSET #** 10098

START TIME:

FINISH TIME:

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | Notify cafeteria operator and get permission prior to performing all maintenance. | X | | |
| 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. | X | | |
| 3 | De-energize, lock out, and tag electrical circuits and fuel service. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Check with operating or area personnel for any deficiencies; verify cleaning program. | X | | |
| 2 | Check all controls, mechanisms for proper operation; adjust as required. | X | | |
| 3 | Examine utility supply line, piping, valve packing, specialties, and insulation; look for leaks. | | X | Unit is electric. |
| 4 | Check electric power line condition, switch, disconnect, etc.; or check condition of gas supply, valves, regulators, and inspect pilot, check for Gas leaks. | X | | |
| 5 | Check the operation of thermostats; calibrate if required | X | | |
| 6 | Clean and adjust gas burners. | | X | Unit is electric. |
| 7 | Check safety pilot and solenoid. | | X | Unit is electric. |
| 8 | Clean and adjust pilot light assembly. | | X | Unit is electric. |
| 9 | Check flue for proper draft or obstructions. | | X | Unit is electric. |
| 10 | Lubricate gas valves. | | X | Unit is electric. |
| 11 | Clean interior walls and elements to obtain maximum heat transfer. | X | | |
| 12 | Check gaskets and seals; check doors for tightness and warping; lubricate hinges and repair as necessary. | X | | |
| 13 | Examine handles, knobs and controls for tightness and safe condition. | X | | |

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: