

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
MISCELLANEOUS KITCHEN EQUIPMENT**

**ACTIVITY AND BLDG #:** NY060 - 01 Main Building

**MECHANIC**

**SIGNATURE:** *Christopher N Pothier* **DATE:** 1 - 13 - 20

**LOCATION/RM #: Break room WO# 6540 ASSET # 10457**

**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 operator or manager for any deficiencies, verify cleaning program.	X		
2	Check all controls, mechanisms for proper operation; adjust as required.	X		
3	If applicable, examine utility supply line, piping, valve packing, specialties, and insulation; look for any leaks.		X	Unit is electric.
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.	X		
5	Ensure unit is clean and in working order. Note any deficiencies.	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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

Unit is a microwave