

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FOOD SERVING TABLE**

**ACTIVITY AND BLDG #:** NY128 - 01 **Main Building**

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

**LOCATION/RM #:** Kitchen **WO#** 6587 **ASSET #** 10807

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
1	Notify cafeteria operator and get permission prior to performing all maintenance.	X		
2	If any safety deficiencies are found which could cause injury or damage, notify the cafeteria operator immediately and secure the equipment from further operations.	X		
3	De-energize, lock out, and tag electrical circuits.	X		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	X		
2	Clean all exterior laminated surfaces, aluminium hardware and wire shelves with a mild soap solution, using a damp cloth followed by a lint-free dry cloth.	X		
3	All glass can be cleaned with a non-abrasive cleaner	X		
4	Plexiglas can be cleaned and polished with specialized acrylic cleaners. Do not use strong alkali solutions, steel wool, or abrasive cleaners.	X		
5	Stainless steel surfaces may be cleaned with a non-abrasive cleaner applied liberally. Wipe and dry with smooth strokes in the direction of the polish marks on the steel.	X		
6	To clean the interior of the display case and wire shelves, use a mild soap solution using a damp cloth followed by a lint-free dry cloth, being sure to wring out excess water	X		
7	If applicable, clean evaporator coil as needed.	X		
8	If applicable, clean the condenser coil: Switch off the compressor and remove grill panel. Vacuum condenser coils (front and rear) and remove all foreign materials. Replace the grill prior to starting compressor.	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:**