

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GREASE TRAP**

<b>SITE AND BLDG #:</b>	<u>NY050</u>		
<b>LOCATION/RM #:</b>	<u>WO# 7462 ASSET # 10023</u>		
<b>MECHANIC SIGNATURE:</b>	<u>R. M. Alvarez</u>		
	<b>DATE:</b>	<u>3/17/2020</u>	
<b>CHECK POINT</b>	<b>CHECKPOINT DESCRIPTION</b>	<b>TASK COMPLETE</b>	<b>NOTES/ ACTIONS</b>
		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	IF TASK COMPLETE IS CHECKED, NO PROVIDED EXPLANATION
1	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.	<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
3	Ensure proper grease disposal.	<input checked="" type="checkbox"/>	
			<b>NO BEING FORMED AT EXCHN INSPECTION SERVICE</b>
1	Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps.	<input checked="" type="checkbox"/>	<u>CLEAN GREASE TRAP</u>
2	Remove lid. If the trap is equipped with removable baffles, remove them.	<input checked="" type="checkbox"/>	
3	Make sure the flow restrictor on the inflow pipe is present.	<input checked="" type="checkbox"/>	
4	If damages, missing parts, or cleaning is required, report them as needed to ensure proper working operation.	<input checked="" type="checkbox"/>	
5	Replace lid and baffles.	<input checked="" type="checkbox"/>	
6	Return (or fill) water to grease trap	<input checked="" type="checkbox"/>	
7	Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records for 3 years.	<input checked="" type="checkbox"/>	

**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 Technician

**Additional Notes:**