

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: 149050 MECHANIC SIGNATURE: M. Williams DATE: 5/23/2015
LOCATION/RM #: 128 WO# _____ ASSET # _____ START TIME: _____ FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
1	Review manufacturer's instructions.	☒	☐	
2	De-energize, lock out, and tag electrical circuits.	☒	☐	
3	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	☒	☐	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.	☒	☐	
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	☒	☐	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	☒	☐	
2	Verify indicator light on; check compartment temperature.	☒	☐	
3	Examine evaporator for proper clearances/slope and air flow.	☒	☐	
4	Examine handles, hinges and tightness of door closure.	☒	☐	
5	Examine safety door release and fan shut down safety switch.	☒	☐	
6	Inspect lighting for burnt out lamps.	☒	☐	
7	Check starter panels and controls for proper operation, burned or loose contacts, and loose connections.	☒	☐	
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	☒	☐	
9	Clean condenser coil and condensing unit section.	☒	☐	
10	Clean and inspect defrost evaporation trays/pans.	☒	☐	
11	Inspect defrost systems for proper operation, including timer; adjust as required. Have automatic defrosters adjusted as required so freezer will defrost during "Off Peak" hours	☒	☐	
12	Check operation of thermostats; calibrated as required.	☒	☐	
13	Check coil superheat and adjust to manufacturers recommendations.	☒	☐	
14	Inspect and service all electric motors.	☒	☐	

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W.O.H. - ASSET #
3671 - PK-QT-9975 ✓ OK
3673 - PK-QT-9977 ✓ OK
3669 - PK-QT-9973
3670 - PK-QT-9974
3674 - PK-QT-9978
3675 - PK-QT-9979
3676 - PK-QT-9980
NO WORKER USE.
MISSING ASSET

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.			
16	Check door gasket heater.			
17	Check box floor for water or ice accumulation.			
18	Check box for excessive ice build-up and open seams.			

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: