

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

REACH-IN REFRIGERATORS/ FREEZERS

House 4000 refrigerator

MECHANIC

SIGNATURE: *Dell'Amore*

DATE: *10.00 am*

SITE AND BLDG #: *NY 024-357*

LOCATION/RM #: *Refrigerator*

ASSET # *9290*

START TIME: *10.00 am*

FINISH TIME: *10.35 am*

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.	✓	✓	ok
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.	✓	✓	ok ok
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	✓	✓	ok ok
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	✓	✓	ok
12	Check operation of thermostats; calibrated as required.	✓	✓	
13	Check coil superheat and adjust to manufacturers recommendations.	✓	✓	
14	Inspect and service all electric motors.	✓	✓	

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.	✓	✗	dc
16	Check door gasket heater.	✗	✓	
17	Check box floor for water or ice accumulation.	✓	✗	ok
18	Check box for excessive ice build-up and open seams.	✓	✗	ok

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: