

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: 114050 + 114116 MECHANIC SIGNATURE: [Signature] DATE: 11/01/2017
 LOCATION/RM #: KITCHEN ASSET # 16692 START TIME: 9:30 am FINISH TIME: 10 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.	☒	☐	DO CONDENSER USE
5	Closely follow all safety procedures described in the Safety Data Sheet (SDS) for the refrigerant and to all labels on refrigerant containers.	☒	☐	K155106 ASSESS
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.	☒	☐	check
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	☒	☐	check
9	Clean condenser coil and condensing unit section.	☒	☐	check
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.	☒	☐	