

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/FREEZERS

SITE AND BLDG #: 14050-01 MECHANIC SIGNATURE: William DATE: 11/27/2012
 LOCATION/RM #: KITCHEN WO# 1288 ASSET # 9975 START TIME: 9:00 am FINISH TIME: 9:30 am

CHECK POINT	CHECK/DESCRIPTION	TASK COMPLETED		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 refrigerant 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.	☒		
REACH-IN REFRIGERATOR/ FREEZER INSPECTION				
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.	☒		

YES - CLEAN
YES - CLEAN CONDENSER COIL

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE, IS CHECKING AND PROVIDE EXPLANATION)
		YES	NO	
15	Inspect door gaskets for damage and proper fit; adjust gaskets as required and lubricate hinges with food grade oil.	☒	☐	ok
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/FREEZERS

SITE AND BLDG #: Ny 050-01 MECHANIC SIGNATURE: Phil Lower DATE: 11.27/2018
 LOCATION/RM #: KITCHEN WO# 1290 ASSET # 9977 START TIME: 9:35 am FINISH TIME: 10:00 am

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS IF TASK COMPLETED 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 COMPLETED BY A QUALIFIED SERVICE PERSONNEL				
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).			CLEAN
9	Clean condenser coil and condensing unit section.			CLEAN
10	Clean and inspect defrost evaporation trays/pans.	☒		NO DEFROST
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.	☒		OK

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS (If task complete, check and 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.	☒	☐	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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ICE MAKER

SITE AND BLDG #: NY 050-01 MECHANIC SIGNATURE: William DATE: 11/27/2014
 LOCATION/RM #: KITCHEN ASSET # 9376 START TIME: 10:20 AM FINISH TIME: 10:40 PM

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.		Y	
4	If materials containing refrigerants are discarded, comply with EPA regulations as applicable.		Y	
5	Only approved cleaning chemicals shall be used.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.			
2	Visually check for refrigerant, oil and water leaks.			ok
3	Inspect ice condition/size.			ok
4	As needed, drain and clean unit with proper ice machine cleaning solution.			clean
5	Check date on water filter. Replace as needed. Water filters should be changed annually at a minimum.			ok
6	Check and tighten any loose screw-type electrical connections.			ok
7	Check all controls; adjust if necessary.			
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.			ok
9	Check and clear ice machine draining system (drain vent, strainer, trap).			
10	Examine condition of bin doors-closure, hinges, gaskets, handles and ease of slide; lubricate as required. Check storage bin condition.			check ok
11	Clean motor, compressor, and condenser coil.			
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:				
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