

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: NY059 Main Bldg.
LOCATION RM # Kitchen WO# 10381
Break Room

MECHANIC SIGNATURE: Dave Koppel
START TIME: _____

DATE: Nov. 26th 2018
FINISH TIME: _____

CHECK POINT		CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER EXPLANATION)
			YES	NO	
SPECIAL INSTRUCTIONS					
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.	✓		37°
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.	✓	✓	N/A
14		Inspect and service all electric motors.	✓		

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		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:

Missing Water Filter Cartridge ... on order, to install at a later date
Ice maker in the freezer not working (no water flow) - water line line is hooked up & available!

Dave