

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST ICE MAKER

SITE AND BLDG #: XY116 MECHANIC SIGNATURE: [Signature] DATE: 11/20/2012
 LOCATION/RM #: 1224 WO# 10653 ASSET # 10653 START TIME: 11:30 AM FINISH TIME: 11:40 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS	
		YES	NO		IF TASK COMPLETE, IS CHECKING, PROVIDE EXPLANATION	
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	Only approved cleaning chemicals shall be used.	☒				
10 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.	☒				
3	Inspect ice condition/size.	☒				
4	As needed, drain and clean unit with proper ice machine cleaning solution.	☒				
5	Check date on water filter, Replace as needed. Water filters should be changed annually at a minimum.	☒				
6	Check and tighten any loose screw-type electrical connections.	☒				
7	Check all controls; adjust if necessary.	☒				
8	Examine water connection; open and close water valve; test ice dispensing valve and (door) metering adjustment.	☒				
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.	☒				
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:						
YES CLEAN CONDENSER UNIT						

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/FREEZERS

SITE AND BLDG #: NY-446 MECHANIC SIGNATURE: William DATE: 11/29/2018
 LOCATION/RM #: 122A WO#: 10694 ASSET #: 10694 START TIME: 10:30 am FINISH TIME: 11:00 am

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IN CHECK 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.	☒		
NO REFRIGERANT REPLENISHMENT SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	☒		check 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.	☒		check ok
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	☒		yes
9	Clean condenser coil and condensing unit section.	☒		yes clean condenser
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.	☒		ok
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	Check filter door for proper gasketing and air leaks. Correct as necessary.	/		
16	Change the filter as needed with the correct size and type filter.	/		
17	Insure that drain(s) are clear and running.	/		OK
18	Clean up work area.	/		OK

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To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST REACH-IN REFRIGERATORS/FREEZERS

SITE AND BLDG #: NY 116 MECHANIC SIGNATURE: Wilaver DATE: 11/22/2008
 LOCATION/RM #: 122A WO#: 10685 ASSET # 10685 START TIME: 9.00. AM FINISH TIME: 9.30 AM

CHECKPOINT	CHECKPOINT 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 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 RETURNED TO INSPECTION SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	☒		
2	Verify indicator light on; check compartment temperature.	☒		<u>temp ok</u>
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.	☒		<u>check ok</u>
8	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	☒		<u>CLEAN UNIT</u>
9	Clean condenser coil and condensing unit section.	☒		<u>CLEAN CONDENSER COIL</u>
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.	☒		<u>check ok</u>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS IF TASK COMPLETE 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.	☒	☐	OK
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 116 MECHANIC SIGNATURE: Wilander DATE: 11/20/2018
 LOCATION/RM #: 122A WO#: 12696 ASSET # 12696 START TIME: 9.40. AM FINISH TIME: 10.30. AM

CHECK POINT	CHECKPOINT 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 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.	☒		
NO DEFROSTING AND DEFROSTING SERVICE				
1	Check with operating or area personnel for any deficiencies; verify cleaning program.	☒		
2	Verify indicator light on; check compartment temperature.	☒		Temp ok
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 COIL
9	Clean condenser coil and condensing unit section.	☒		CLEAN CONDENSER UNIT
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.	☒		check ok

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS IF TASK COMPLETE, 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: