

# February checklist 2023

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: **ny116**      **20856**      **10692**  
**20858**      **10694**      MECHANIC **Ramon V**  
**20859**      **10695**      SIGNATURE: \_\_\_\_\_ DATE: **2-13-2023**  
 LOCATION/RM #: **122-A**      WO# **20860**      ASSET # **10696**      START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE 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.   | ✓             |    |   |
| 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 condensing unit   |
| 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.  | ✓             |    |   |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**