

## June checklist 2023

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
KITCHEN HOOD

ACTIVITY AND BLDG #:	ny116	22219	10664	MECHANIC SIGNATURE:	Ramon V
		22220	10665		DATE: 6-13-2023
LOCATION/RM #:	122A	WO#	22549	ASSET #	10744
				START TIME:	FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
1	Clean all accessible surfaces thoroughly.	✓			
2	Check all louvers and dampers. If dampers must be moved to ensure complete cleaning, ensure they will be marked and returned to their original position to prevent unbalancing the system.	✓			
3	Clean and/or replace filters, if applicable.	✓		<b>power wash kitchen hood filters</b>	
4	Ensure unit is operating properly, not any deficiencies.	✓			

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:**