

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
KITCHEN HOOD

Plattsburgh 054

ACTIVITY AND BLDG #:

MECHANIC
SIGNATURE:

DATE: 6/3/2021

LOCATION/RM #: kitchen WO#13110 ASSET # 10126

START TIME: 1130

FINISH TIME: 1200

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered. | ✓ | | |
| 2 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓ | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 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. | ✓ | | |
| 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: