

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
REACH-IN REFRIGERATORS/ FREEZERS

SITE AND BLDG #: WV035 **MECHANIC SIGNATURE:** *Brian McDonald* **DATE:** 11/24/202

LOCATION/RM #: wo#20476 **ASSET #** see notes **START TIME:** 8:00AM **FINISH TIME:** 5:4:00PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	De-energize, lock out, and tag electrical circuits.	●		
2	If appliance is disposed, follow regulations concerning removal of refrigerants and disposal of the appliance.	●		
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. Replace if required.	●	●	
7	Clean evaporator coil, evaporator drain pan, blowers, fans, motors, and drain piping as required; lubricate motor(s).	●		
8	Clean condenser coil and condensing unit section.	●		
9	Clean and inspect defrost evaporation trays/pans.	●	●	
10	Check operation of thermostats; calibrated as required.	●		
11	Check coil superheat and adjust to manufacturers recommendations.	●	●	
12	Inspect and service all electric motors.	●		
13	Check box floor for water or ice accumulation.	●		
14	Clean up area and note 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: 9306,9311

