

Mom's Organic Market

REFRIGERATION / HVAC PREVENTITIVE MAINTENANCE PROCEDURES CHECKLIST

Store # _____

Date _____

Address: _____

City: _____

State: _____

RSC Mechanical Inc.

Assigned Service Technician: _____

Store Conditions: Ambient Temp: _____ F Store Temp: _____ F Store Humidity: _____ F

Completed PM forms to be attached to assigned Service Channel WO#

CASES

- Check temperatures of all cases.
- Check for missing trim or damaged cases. Indicate if follow up is needed
- Clean out any condensate pumps and verify operation.

WALK-INS, PREP ROOMS AND EVAPORATORS SAFETY INSPECTION,

- Door Hardware Door Seals/Curtron Strips
- Lights switches operational.
- Check for dirty evaporators. (Schedule for follow up if needed, cleaning labor and material excluded)

CLEAN ALL SELF-CONTAINED UNITS

- Clean condenser surface as needed.

Note any discrepancies here:

COMPRESSOR ROOM / OUTDOOR MECHANICAL CENTER

- Check operation and lubricate exhaust fans and louvers if applicable.

Note any compressor room discrepancies here:

LEAK CHECK

- COMPRESSOR ROOM / OUTDOOR MECHANICAL CENTER all fittings, and components
- All Condensers, all fittings, and components
- All Cases discharge and return air grills.
- All Walk-in coolers/freezers piping and evaporators.

REFRIGERATION RACK INSPECTION

- Check oil pressure, oil levels, test oil safety switches.
- Check all head fan motors to be operational and secure.
- Check to ensure all caps (Schradler, ball valve, TXV's etc.) are in place and leak free.

Refrigeration Condensers and HVAC RTU's

- Inspect condenser coils annually prior to May 15th Schedule cleaning as needed. *
- Ensure all enclosure covers are in operating condition and a weather-tight fit.
- Inspect and replace as needed HVAC air-filters. Date filters upon replacement
- Entry and exit air curtains inspected and scheduled for cleaning if required. *
- Cleaning labor and materials of air curtains and condensers not included in PM contract.

General Notes / Comments:

RSC Mechanical Inc

Store #

Technician

Manager

Date

Date

Labor	5 hrs @ \$92.00	\$460.00
Material		<u>\$220.00</u>
Total		<u>\$680.00</u>