



# BLUE BOTTLE COFFEE

Store #: \_\_\_\_\_ Technician: \_\_\_\_\_  
Date: \_\_\_\_\_

## HVAC PREVENTATIVE MAINTENANCE CHECKLIST

Condition	Good	Needs Attention	N/A	Notes
Replace air filters quarterly.				
Replace blower belts spring and fall.				
Clean outdoor coils. (Spring)				
Check thermostat settings (replace batteries).				
Check system components operation.				
Clean and flush condensate drains (Spring).				
Check fan motor operation.				
Clean up trash/debris inside and around units.				
Check gas fired heat mode. (Fall)				
Inspect gas exchangers. (Fall)				
Check heat pump reversing valve operation. (Fall)				
Inspect electrical wiring and components.				

Recommendations / Notes:

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ANY ISSUES OR PROBLEMS FOUND ON PREVENTATIVE MAINTENANCE PLEASE BRING TO STORE LEADER'S ATTENTION.



# BLUE BOTTLE COFFEE

Store #: \_\_\_\_\_ Technician: \_\_\_\_\_  
Date: \_\_\_\_\_

## ICE MACHINE PREVENTATIVE MAINTENANCE CHECKLIST

Condition	Good	Needs Attention	N/A	Notes
Run cleaner/sanitizer through water system.				
Clean washable condenser air filter.				
Check system for current alarms.				
Check general operation.				
Check exterior panels for cracks or broken pieces.				
Clean up trash/debris inside and around units.				

Recommendations / Notes:

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ANY ISSUES OR PROBLEMS FOUND ON PREVENTATIVE MAINTENANCE PLEASE BRING TO STORE LEADER'S ATTENTION.



# BLUE BOTTLE COFFEE

Store #: \_\_\_\_\_ Technician: \_\_\_\_\_  
Date: \_\_\_\_\_

## REFRIGERATION PREVENTATIVE MAINTENANCE CHECKLIST

Condition	Good	Needs Attention	N/A	Notes
Clean self contained condenser coils.				
Check door seals and gaskets.				
Check for water leaks.				
Check temperatures of units.				
Check lighting operation.				
Check casters and wheels for proper operation.				
Check fan motor operation.				
Clean up trash/debris inside and around units.				

Recommendations / Notes:

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ANY ISSUES OR PROBLEMS FOUND ON PREVENTATIVE MAINTENANCE PLEASE BRING TO STORE LEADER'S ATTENTION.