

Asseff Enterprises

Preventative Maintenance Checklist

Check with Manager over any issues: _____ Mgr Signature _____

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Store # : _____

Date : _____

Technician : _____

Walk-In Cooler

Temp: _____

Walk-In Freezer

Temp: _____

OK

Cleaned/Fixed

OK

Cleaned/Fixed

Door Gasket _____
 Fan Mtr/Blade _____
 Drain Pan/Drain _____
 Evaporator _____
 Hinges/Handle _____
 Light Globe _____
 Light Switch _____
 Door Closer _____
 Condenser _____

Door Gasket _____
 Fans Mtr/Blade _____
 Drain Pan/Drain _____
 Hinges/Handle _____
 Evaporator _____
 Evap Heater _____
 Defrost Timer _____
 Light Globe _____
 Light Switch _____
 Door Closer _____
 Condenser _____

Notes: _____

Ice Machine

OK

Cleaned/Fixed

Fountain Machine

OK

Cleaned/Fixed

Water Curtain _____
 Dist Tube _____
 Water Trough _____
 Pump _____
 Ice Probe _____
 Condenser _____
 Drain _____
 Filter (Back) _____

Heads _____
 Nozzles _____
 Levers _____
 Drain Trough _____
 Drain _____
 Hoses _____
 Condenser _____
 Co2 Tanks _____
 BIB/Pumps _____
 Light _____

Notes: _____

Back Line Cooler

Temp: _____

Bottle Cooler

Temp: _____

OK

Cleaned/Fixed

OK

Cleaned/Fixed

Fan/Motor _____
 Condenser _____
 Filter _____
 Door Gaskets _____
 Hinges/Handle _____

Fan/Motor _____
 Condenser _____
 Filter _____
 Door Gasket _____
 Hinges/Handle _____
 Lights _____

Notes: _____

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Date : _____

Technician : _____

Toaster Oven

	<u>OK</u>	<u>Cleaned/Fixed</u>
Self Test	_____	_____
Fault Codes	_____	_____
Wave Guide Covers	_____	_____
Hinges	_____	_____
Switches	_____	_____
Cleanliness	_____	_____
Back Fan	_____	_____
Vacuum	_____	_____
Brush Fins	_____	_____

Microwave

	<u>OK</u>	<u>Cleaned/Fixed</u>
Heat Test	_____	_____
Door Panel	_____	_____
Base Plate	_____	_____
Trim Piece	_____	_____
Fan/Motor	_____	_____
Silicon Seal	_____	_____
Grease Shield	_____	_____
Clean Air filter	_____	_____
Electrical	_____	_____

Notes: _____

Bread Oven

	<u>OK</u>	<u>Cleaned/Fixed</u>
Indicator Light	_____	_____
On/Off Switch	_____	_____
Timers	_____	_____
Knobs	_____	_____
Door Handle	_____	_____
Door Gasket	_____	_____
Interior Seal	_____	_____
Lights/Globes	_____	_____
Fans	_____	_____
H2O Filter	_____	_____
Clean Filter	_____	_____
Temp Calibration	_____	_____

Proofer

	<u>OK</u>	<u>Cleaned/Fixed</u>
Indicator Light	_____	_____
Humidity Fan	_____	_____
Timers	_____	_____
Knobs	_____	_____
Door Handle	_____	_____
Door Gasket	_____	_____
Interior Seal	_____	_____
Lights/Globes	_____	_____
Spray Nozzle	_____	_____
Temp Calibration	_____	_____
Auto Mister	_____	_____

Notes: _____

Sandwich Unit

	<u>OK</u>	<u>Cleaned/Fixed</u>
T-stat (Hot)	_____	_____
T-stat (Cold)	_____	_____
Condenser Mtr	_____	_____
Condenser Fan	_____	_____
Frost Lines	_____	_____
Light/Switches	_____	_____
Electrical	_____	_____

Bread Cabinet

	<u>OK</u>	<u>Cleaned/Fixed</u>
Gaskets	_____	_____
Handles	_____	_____
Hinges	_____	_____
Magnets	_____	_____
Wheels	_____	_____
Glass	_____	_____
	_____	_____
	_____	_____

Notes: _____

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HVAC

	<u>OK</u>	<u>Cleaned/Fixed</u>
Filters Changed	_____	_____
Condenser	_____	_____
Evaporator	_____	_____
Blower Motor	_____	_____
Condenser Mtr	_____	_____
Thermostat	_____	_____
Clean Coils	_____	_____
Electrical	_____	_____
Change Filters	_____	_____
Check Vents	_____	_____

Restrooms

	<u>OK</u>	<u>Cleaned/Fixed</u>
#1		
Toilet Running	_____	_____
Faucet	_____	_____
Lights	_____	_____
Fans	_____	_____
Everything Secure	_____	_____
#2		
Toilet Running	_____	_____
Faucet	_____	_____
Lights	_____	_____
Fans	_____	_____
Everything Secure	_____	_____

Notes: _____

Miscellaneous

	<u>OK</u>	<u>Cleaned/Fixed</u>	<u>OK</u>	<u>Cleaned/Fixed</u>
Tighten Knobs	_____	_____	_____	_____
Tighten Faucets	_____	_____	_____	_____
Sinks/Leaks	_____	_____	_____	_____
Check Lights	_____	_____	_____	_____
Ceiling Tiles	_____	_____	_____	_____
Chip Racks	_____	_____	_____	_____
Overall Cleanliness	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Notes: _____

Time In: _____

Time Out: _____

Notes: _____

Follow Up: _____
