



# FIXED RIGHT, FAST... GUARANTEED!

## CHECKLIST

### PLANNED MAINTENANCE FOR COMMERCIAL KITCHEN EQUIPMENT

The ATECH team works to ensure that our customers have minimal downtime in their commercial kitchens. We know how important it is that you can take care of your customers without skipping a beat. So, we're always here. Even after hours. Wonder how often your equipment needs to be serviced? Follow this handy checklist.

**Tip: Put this list where you can see it every day!**

#### HEATING & AIR CONDITIONING SYSTEMS

##### MONTHLY

- ☐ Check for Unusual Noises or Vibrations
- ☐ Check, Tighten, or Replace Blower Belts as Needed
- ☐ Replace All Filters
- ☐ Check Refrigerant Charge in Sight Glass (When Applicable)
- ☐ Visually Inspect Controls for Potential Problems
- ☐ Brush Condenser Coils
- ☐ Report Findings and Make Service Recommendations

##### QUARTERLY

- ☐ Oil Blower, Motors (When Applicable)
- ☐ Check Refrigerant and Operating Pressures (April and July)
- ☐ Check Evaporator Condensation Plans for Drainage
- ☐ Place Algacide Tablet in Evaporator Pans

##### SEMI-ANNUALLY

- ☐ Grease Blower Shaft Bearings
- ☐ Check and Tighten Loose Terminal Connections
- ☐ Check Economizer Damper Operations (Seasonal Changeover)
- ☐ Clean Condenser Coils (Heat Pumps April and October)

##### ANNUALLY

- ☐ Check Gas Ignition System Operation
- ☐ Check for Proper Combustion (Air/Gas Mixture)
- ☐ Check System Balance
- ☐ Check Gas Heat Exchanger for Build Up (Carbon/Rust)
- ☐ Check Gas Thermocouple and Pilot Safety for Proper Operation
- ☐ Oil Combustion Motors
- ☐ Check Electric Heat Strip and Sequencer Operation
- ☐ Check Electric Heat Fuses
- ☐ Pressure or Acid Wash and Rinse Condenser Coils (April)

NOTES

#### REACH-IN COOLERS/FREEZERS

##### MONTHLY

- ☐ Brush Condenser Coils
- ☐ Replace Condenser Coil Filter Cloth
- ☐ Check Evaporator Fan Motors and Clean Grill Covers
- ☐ Check Refrigerant Charge in Sight Glass (When Applicable)
- ☐ Check Box for Proper Operating Temperature
- ☐ Check Door Hinges and Gaskets for Tears and Proper Seal
- ☐ Report Findings and Make Service Recommendations

##### QUARTERLY

- ☐ Check Condenser Fan Motors and Oil (Where Applicable)
- ☐ Check and Clean Evaporator Condensation Pan and Drain
- ☐ Check Condensation Vaporizing Pan Operation

##### SEMI-ANNUALLY

- ☐ Check Operating Pressures

#### WALK-IN COOLERS/FREEZERS

##### MONTHLY

- ☐ Check Refrigerant in Sight Glass
- ☐ Brush Condenser Coils and Replace Filter Cloth
- ☐ Visually Inspect Controls for Potential Problems
- ☐ Check Door Gasket for Tears and Proper Seal
- ☐ Check Door Hinges and Closing Mechanism Operations

##### QUARTERLY

- ☐ Check Condenser Fan Motors and Oil (Where Applicable)
- ☐ Check Oil Level in Compressors (Where Applicable)
- ☐ Brush Evaporator Coils
- ☐ Check and Clean Evaporator Condensate Pan and Drain

##### ANNUALLY

- ☐ Check and Tighten all Electric Terminals
- ☐ Check Expansion Valve Superheat
- ☐ Check Temperature Drop Across Coils
- ☐ Pressure or Acid Wash and Rinse Condenser Coils

KEEP YOUR COMMERCIAL KITCHEN RUNNING SMOOTHLY  
**CALL ATECH TO SCHEDULE PLANNED MAINTENANCE!**

Nashville (615) 255-2002 | Memphis (901) 379-0900 | Chattanooga (423) 629-0906

Johnson City (423) 979-0069 | Knoxville (865) 692-4840 | [atechinfo.com](http://atechinfo.com)



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## CHECKLIST

### VENTILATION, HOOD EXHAUST, & SUPPLY FANS

#### MONTHLY

- ☐ Check Tighten and/or Replace Belts as Needed
- ☐ Check for Unusual Noises or Vibrations
- ☐ Check Blower Wheel Balance
- ☐ Clean or Replace Supply Filters

#### QUARTERLY

- ☐ Oil Motor Bearings
- ☐ Grease Blower Shaft Bearings

#### ANNUALLY

- ☐ Check System Balance
- ☐ Replace Belts

### ICE MACHINES

#### MONTHLY

- ☐ Brush Condenser Coils
- ☐ Check Ice Fill Pattern
- ☐ Check Water Float Operation and Water Trough Level

#### QUARTERLY

- ☐ Check Water Filtration and Replace Filters as Needed
- ☐ Time a Complete Cycle and Compare to Mfg's Specs

#### SEMI-ANNUALLY

- ☐ Pressure or Acid Wash and Rinse Condenser Coils (Remote Only)
- ☐ Clean and Sanitize Evaporator
- ☐ Check and Tighten Any Loose Electrical Connections

## QUARTERLY COOKING SERVICES

### OVENS / RANGES

- ☐ Check Doors
- ☐ Check Door Gaskets
- ☐ Check Motor and Fan
- ☐ Calibrate Thermostat
- ☐ Inspect Safetys
- ☐ Check Wiring and Switches
- ☐ Inspect Top Grates
- ☐ Check Timers
- ☐ Check Operation

### REFRIGERATION

- ☐ Check Door Gaskets
- ☐ Check Condenser
- ☐ Check Evaporator
- ☐ Check Fans
- ☐ Check Operation

### DISHWASHERS

- ☐ Check All Temperatures
- ☐ Check All Gauges
- ☐ Check L.W.C.O.
- ☐ Check Flow Pressure
- ☐ Check Spray Arms
- ☐ Adjust Conveyor
- ☐ Check Rinse Nozzles
- ☐ Check Booster
- ☐ Check Operation

### STEAMER / KETTLES

- ☐ Check All Safetys
- ☐ Inspect Boiler
- ☐ Inspect All Gaskets
- ☐ Check Doors and Hinges
- ☐ Check Gas Valves
- ☐ Check L.W.C.O.
- ☐ Check Gauges
- ☐ Check Electric Controls
- ☐ Check Operation

### DEEP FRYERS

- ☐ Inspect Fryer Tanks
- ☐ Calibrate Thermostat
- ☐ Check Safetys
- ☐ Check Burners/Elements
- ☐ Clean/Set Primary Air
- ☐ Check Flex Hose
- ☐ Check Timers
- ☐ Check Electric Connectors
- ☐ Check Operation

NOTES

### BROILERS

- ☐ Check Burners
- ☐ Check Gas Valves
- ☐ Check Electric Controls
- ☐ Check Grate/Lift Mech.
- ☐ Check Blowers
- ☐ Adjust Air Shutter
- ☐ Check Switches
- ☐ Inspect Ceramics
- ☐ Check Operation

### OTHER EQUIPMENT

- ☐ Check Temperatures
- ☐ Check Safetys
- ☐ Lube Where Needed
- ☐ Check Switches
- ☐ Check Motors
- ☐ Inspect Wiring
- ☐ Check Timers
- ☐ Check Cutting Blade
- ☐ Check Operation