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| Equipment Maintenance | | | | | Task: | Appliances | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Microwave**   * Inspect the condition of the electrical cable. * Check the door and glass for damage. * Check switches for operation. * Clean microwave.   **Refrigerator**   * Defrost the refrigerator (if applicable). Inspect and clean drip tray. * Clean external and internal surfaces with water and a neutral soap or detergent. A little vinegar in the water will remove odors. Clean under the refrigerator. * Use a vacuum cleaner to clean the compressor and the finned condenser. * Clean the ice/water dispenser area (if applicable). * Check and replace water filter (if applicable). See manufacuter's manual.   **Small Miscellaneous Appliances**   * Check the condition of the electrical cord and replace if necessary. * Check operation and listen for unusual noises. * Clean the appliance thoroughly. * Descale if necessary. (Run a vinegar/water mixture through coffee or tea maker.)   **Gas or Electric Stove**   * Clean the entire stove, including burners, with soap and water. * Verify the gas flame is the correct size and color. (if applicable) * Check operation of stove and oven. * Check oven seal. * Check power cord and connection for any evidence of arcing. * Clean beneath and behind appliance.   **Dishwasher**   * Verify operation of appliance for all wash programs. Ensure wash temperature is reaching 150°F and the rinse temperature is at least 180°F. * Check the pumps and heating element for lime deposits. * Inspect and clean the filter and strainer. * Inspect all hoses and gaskets, ensure there are no leaks. * Check that the front cover opens easily.   **Kitchen Extractor Hood/ Microwave Extractor Hood**   * Thoroughly clean the kitchen hoods with mild detergent. * Remove filters and clean. * Fan assembly may be vacuumed. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |