**BOILER ROOM**

**BOILER 1 (8000)**

**Info:**

**BOILER WATER TESTING**

**Action:**

1. CONDUCT APPROPRIATE TESTS ON BOILER WATER
2. NOTIFY MAINTENANCE SUPERVISOR OR PLANT MANAGER OF ANY ABNORMAL FINDINGS

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<tr>
<th># People</th>
<th>Min Per Unit = Man Hours</th>
<th>Next Due Reading</th>
<th>Completed Reading</th>
<th>Last Reading</th>
<th>Last Read Date</th>
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**FULL TEST / BLOWDOWN**

**Info:**
- **BOILER WATER TESTING**

**Action:**
1. CONDUCT APPROPRIATE TESTS ON BOILER WATER
2. NOTIFY MAINTENANCE SUPERVISOR OR PLANT MANAGER OF ANY ABNORMAL FINDINGS

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BOILER ROOM
WATER SOFTENER (8060)

Info: SALT LEVEL INSPECTION

Action:
1. REMOVE LID FROM BRINE TANK
2. ADD SALT AS NECESSARY
3. ORDER MORE SALT WHEN STORAGE AREA CONTAINS LESS THAN 4 BAGS

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:  PM Cost:
1  X  5  0.08333  8/13/2013  8/13/2013  2 Times A Month

Completed By _________________________ Date _________  New Reading _____________
WORK TO DO - NOW - Due, Overdue, Urgent: Detail

8/15/2013 - 4 / 15

JES FOODS, INC
EQUIPMENT
KETTLE ROOM
BARREL LIFT (3040)

Status: Urgent
P.M. ID: 29
Completed: 5/21/2013
Next Due: 6/20/2013
1 Time Per Month

Assigned To: 
TitleCraft: MAINTENANCE ASSOCIATE
Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
BARREL LIFT INSPECTION & LUBRICATION

Action:
1. REPAINT AREAS SHOWING RUST OR PEELING PAINT
2. REPLACE HOIST CHAIN IF SHOWING SIGNS OF WEAR
3. LUBRICATE CHAIN, WHEELS & BARREL CLAMP PIVETS WITH PROPER LUBRICANT
4. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
5. ENSURE TROLLEY & BARREL CLAMP CHAIN ARE OF GOOD CONDITION & FUNCTIONALITY

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

PM Cost:

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Catalog: JES FOODS, INC, Sorted by Catalog
KeepTrak
**WORK TO DO - NOW - Due, Overdue, Urgent: Detail**

**JES FOODS, INC**

**EQUIPMENT**

**KETTLE ROOM**

**KETTLE 1 (4010)**

- **Status:** Urgent
- **P.M. ID:** 169
- **Completed Due:** 11/2/2012
- **Next Due:** 12/2/2012
- **1 Time Per Month**

**Assigned To:**

**Title Craft:** MAINTENANCE ASSOCIATE

**Shift:** Day

---

**Info:** FOLLOW LOCKOUT/TAGOUT SOP

**KETTLE INSPECTION & LUBRICATION**

**Action:**

1. ENSURE APPROPRIATE AMOUNT OF OIL IN GEAR BOXES
2. REPAIR ANY CRACKS IN LID
3. REPAINT AREAS WITH PAINT CHIPS AND/OR RUST ON MOTOR
4. REPAIR FAN IN MOTOR IF NECESSARY
5. ENSURE SHAFT IS SEALED TIGHTLY
6. REPAIR ANY STEAM LEAKS
7. LUBRICATE ALL GREASE FITTINGS

---

**# People** | **Min Per Unit** | **Man Hours**
---|---|---
1 | 30 | 0.5

**Next Due Reading:**

**Completed Reading:**

**Completed By _________________________ Date _________ New Reading _____________**

**Last Reading:**

**Last Read Date:**

**PM Cost:**

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**Qty Used** | **Part # or Int #** | **Part Descriptions** | **If Low Qty To Order**
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---
GASKETS APPEAR TO BE IN DECENT CONDITION. MINIMAL CRACKING IS BEGINNING TO DEVELOP ON 1 PAIR

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- MURZAN INSPECTION

**Action:**
1. INSPECT PUMP GASKETS FOR TEARS AND/OR CRACKS
2. REPORT FINDINGS & REPLACE WORN GASKETS

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<th>Min Per Unit</th>
<th>Man Hours</th>
<th>Completed Reading</th>
<th>Last Reading</th>
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**Summary:**
- **TitleCraft:** MAINTENANCE ASSOCIATE
- **Shift:** Day
- **PM Cost:**
- **Status:** Due
- **P.M. ID:** 64
- **Completed:** 7/29/2013
- **Next Due:** 8/13/2013
- **Completed Due, Overdue, Urgent:** Detail
- **JES FOODS, INC**: KETTLE ROOM
  - MURZAN PUMP (6010)
- **Equipment:** 64 P.M. ID
- **If Low Qty To Order:**
- **To Order:**
- **Due:** 7/29/2013
- **Next Due Reading:**
- **Completed Reading:**
- **Last Reading:**
- **Last Read Date:**
- **New Reading:**
- **Due:** 8/13/2013
- **Next Due:** 2 Times A Month
- **Shift:** Day
- **Assigned To:**
- **TitleCraft:** MAINTENANCE ASSOCIATE
- **Shift:** Day
- **PM Cost:** 2 Times A Month
**INFO:**

INK JET INSPECTION & CLEANING

**Action:**

1. REMOVE HEAD & CLEAN WITH MAKE-UP SOLUTION
2. PUSH GREEN BUTTON TO TURN ON INK JET (HEAD KEY WILL FLASH)
3. PUSH HEAD KEY BUTTON (FLASHING STOPS)
4. PUSH F5 UNTIL "04 EDIT" APPEARS
5. PUSH F1 UNTIL "SERVICE PRINTER" APPEARS
6. PUSH F5 UNTIL "02 SERVICE" APPEARS
7. PUSH F1 TO TURN INK ON (5-6 SECONDS HEAD KEY BLINKING)
8. PUSH F2 TO TURN ON HIGH VOLTAGE (HEAD KEY IS SOLID)
9. PUSH ENTER KEY BACK TO "04 EDIT"
10. WAIT 1 HOUR & THEN THURN OFF INK JET BY PUSHING THE ORANGE BUTTON

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x  15  0.25  Completed Reading:  Last Read Date:

**Completed By** _________________________ **Date** _________ **New Reading** _____________

**If Low Qty To Order**

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Catalog: JES FOODS, INC, Sorted by Catalog  KeepTrak
**OVEN ROOM**

**OVEN (2070)**

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- OVEN INSPECTION & LUBRICATION

**Action:**
1. LUBRICATE ALL GREASE FITTINGS WITH PROPER LUBRICANT
2. REPLACE ANY WORN BELTS ON TOP OF OVEN
3. LIGHTLY OIL ALL HINGES, LATCHES & OTHER MOVING PARTS
4. ENSURE CHAIN FITS CORRECTLY
5. REPLACE DOOR SEAL IF SIGNIFICANT DAMAGE EXISTS

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<th>Min Per Unit</th>
<th>Man Hours</th>
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OVEN ROOM
OVEN (2075)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
OVEN INSPECTION & LUBRICATION

Action:
1. LUBRICATE ALL GREASE FITTINGS WITH PROPER LUBRICANT
2. REPLACE ANY WORN BELTS ON TOP OF OVEN
3. LIGHTLY OIL ALL HINGES, LATCHES & OTHER MOVING PARTS
4. ENSURE CHAIN FITS CORRECTLY
5. REPLACE DOOR SEAL IF SIGNIFICANT DAMAGE EXISTS

Cost: 2 Times A Month

# People  Min Per Unit  = Man Hours  Next Due Reading:  Last Reading:
1  x  30  0.5  Completed Reading:  Last Read Date:
PM Cost:

Completed By _________________________ Date _________  New Reading _____________

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If Low Qty To Order
JES FOODS, INC
EQUIPMENT
OVEN ROOM
OVEN RACKS

Assigned To:  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day

Status: Urgent  
P.M. ID 28

Completed: 7/8/2013  
Next Due: 8/7/2013  
1 Time Per Month

Info:

RACK INSPECTION & LUBRICATION

Action:

1. REPAIR ANY MALFUNCTIONING CASTERS
2. LUBRICATE ALL GREASE FITTINGS
3. REPAIR ANY CRACKS OR BREAKS IN WELDS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x 30 0.5  Completed Reading:  Last Read Date:

Completed By __________________ Date ______ New Reading __________

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Figures for "Qty Used", "Part # or Int #", and "Part Descriptions" are not provided in the document.
**AIR HANDLERS**

**EAST LENNOX UNIT (8307)**

**Status:** Urgent

**Completed:** 5/30/2013  
**Next Due:** 6/29/2013

**1 Time Per Month**

Assigned To:  
**TitleCraft:** MAINTENANCE ASSOCIATE  
**Shift:** Day

---

**Info:**  
FOLLOW LOCKOUT/TAGOUT SOP  
FILTER INSPECTION & CLEANING

**Action:**

1. REMOVE ACCESS PANEL TO THE BLOWER COMPARTMENT  
2. SLIDE THE TWO SIZE 20 X 20 PERMANENT CLEANABLE POLYURETHANE FILTERS OUTWARD THROUGH THE ACCESS OPENING  
3. VACUUM CLEAN OR WASH WITH MILD DISHWASHING DETERGENT IN WARM WATER  
4. RINSE THOROUGHLY WITH CLEAN WATER & ALLOW TO DRY  
5. SLIDE FILTERS INTO PLACE SO AIR ENTERS THE SIDE OPPOSITE WIRE MESH  
6. REPLACE ACCESS PANEL

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**# People** 1  
**Min Per Unit** 60  
**Man Hours** 1  
**Next Due Reading:**  
**Completed Reading:** 0  
**Last Reading:**  
**Last Read Date:**

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**Completed By _______________ Date _________ New Reading _______________**

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**Qty Used**  
**Part # or Int #**  
**Part Descriptions**  
**If Low Qty To Order**
## Work to Do - Now - Due, Overdue, Urgent: Detail

**Date:** 8/15/2013 - 12/15

**Assigned To:**

**Title/Craft:** MAINTENANCE ASSOCIATE  
**Shift:** Day

---

### AIR HANDLERS

**Front Office Unit (8308)**

#### Info:

- FOLLOW LOCKOUT/TAGOUT SOP
- FILTER INSPECTION & REPLACEMENT

#### Action:

1. INSPECT FILTER, REPLACE IF NECESSARY

### Truck

- **# People:** 1  
- **Min Per Unit:** 20  
- **Man Hours:** 0.33333  
- **Next Due Reading:**  
- **Completed Reading:** 0  
- **Last Reading:**  
- **Last Read Date:**

**PM Cost:** 1 Time Per Month

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### Catalog: JES FOODS, INC, Sorted by Catalog

**Part Descriptions**

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**Completed By _________________________ Date _________ New Reading _____________**
JES FOODS, INC

**STRUCTURAL COMPONENTS**

**AIR HANDLERS**

**WEST LENNOX UNIT (8306)**

**Work to do - Now - Due, Overdue, Urgent: Detail**

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- FILTER INSPECTION & CLEANING

**Action:**
1. REMOVE ACCESS PANEL TO THE BLOWER COMPARTMENT
2. SLIDE THE TWO SIZE 20 X 20 PERMANENT CLEANABLE POLYURETHANE FILTERS OUTWARD THROUGH THE ACCESS OPENING
3. VACUUM CLEAN OR WASH WITH MILD DISHWASHING DETERGENT IN WARM WATER
4. RINSE THOROUGHLY WITH CLEAN WATER & ALLOW TO DRY
5. SLIDE FILTERS INTO PLACE SO AIR ENTERS THE SIDE OPPOSITE WIRE MESH
6. REPLACE ACCESS PANEL

**Assigned To:**
- **Title:** MAINTENANCE ASSOCIATE
- **Shift:** Day

**Completed By _________________________ Date _________**

**Qty | Part # or Int # | Part Descriptions | If Low Qty To Order**

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**PM Cost:**
- 1 Time Per Month
FANS
EXHAUST
EAST WAREHOUSE (8518)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION & CLEANING

Action:
1. REMOVE DIRT ACCUMULATIONS IN & AROUND VENT OPENINGS, BY VACUUMING OR AIR JET
2. INSPECT INSTALLATION FOR DIRT ACCUMULATIONS; UNUSUAL NOISES OR VIBRATION;
OVERHEATING; WORN OR LOOSE COUPLINGS, SHEAVES & BELTS; HIGH MOTOR CURRENT;
POOR WIRING OR OVERHEATED CONNECTIONS; LOOSE MOUNTING BOLTS OR GUARDS & WORN
MOTOR STARTER CONTACTS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1       X       20       0.33333       Completed Reading:0       Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

Completed By: _________________________ Date: ____________ New Reading: _____________

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FANS

SUPPLY

EAST WAREHOUSE (8402)

INFO:
FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION & CLEANING

ACTION:
1. REMOVE DIRT ACCUMULATIONS IN & AROUND VENT OPENINGS, BY VACUUMING OR AIR JET
2. INSPECT INSTALLATION FOR DIRT ACCUMULATIONS; UNUSUAL NOISES OR VIBRATION;
OVERHEATING; WORN OR LOOSE COUPLINGS, SHEAVES & BELTS; HIGH MOTOR CURRENT;
POOR WIRING OR OVERHEATED CONNECTIONS; LOOSE MOUNTING BOLTS OR GUARDS & WORN
MOTOR STARTER CONTACTS
3. CLEAN OR REPLACE FILTER AS NEEDED

# People  Min Per Unit  = Man Hours  Next Due Reading:  Last Reading:
1  x  30  0.5  Completed Reading:  Last Read Date:

Completed By __________________ Date ________  New Reading ____________

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