

## Preventative Maintenance Form: Inspection Report Holding Cabinets

I. General Information			
Company Name		Inspecting Technician	
Manager Name		Date of Last Inspection	
Address			
Phone			
II. Equipment Description			
Brand		Voltage of Unit	
Serial Number		Voltage of Control	
Type			
Manufacture Date			
Installation Date			
III. Inspection/ Cleaning			
	OK	CLEAN	REPAIR
Cleaning			
Concentration Ring			
Remove from the water pan and delime to allow the water to heat faster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side Racks			
Remove and clean trays and racks in sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Pan & Covers			
Remove the covers and wash in sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe the water pan clean after water has completely drained and pan has cooled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the drain to verify there are no clogs after cleaning and draining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floatswitch			
Use a damp towel to wipe grease or debris from float to prevent the float from sinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the floatswitch floats and shuts water off by manually moving the float up and down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Gasket			
Open the doors and wipe with a damp towel of all grease to prevent metal from sticking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect for rips or tears of the gasket material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



#### IV. Recorded Error Logs

1)	
2)	
3)	
4)	

#### V. Recommendations

1)	
2)	
3)	
4)	

#### VI. Repairs Needed

1)	
2)	
3)	
4)	
5)	

#### VII. Date of Inspection

MM/DD/YY:	
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**Manager Name:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Technician Name:** \_\_\_\_\_

**Technician Signature:** \_\_\_\_\_

**Note:**

All the procedures described in this form are found in the service manual. The maintenance section includes step by step instructions with pictures that facilitate the execution of each procedure. We tried to be as inclusive as possible with the maintenance procedures to be followed; however, working conditions for each piece of equipment vary from customer to customer so please use this form as a guide. Execute this maintenance with the frequency you find suits your conditions and needs the best.

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FM08-670A