



Generic Reach-In PM Checklist

Daily Tasks

- ☐ Check internal temperature with a calibrated thermometer; log readings.
- ☐ Inspect door seals for cracks, gaps, or looseness; ensure tight closure.
- ☐ Wipe down interior and exterior surfaces with food-safe cleaner.
- ☐ Listen for unusual noises from compressor or fan motors.
- ☐ Ensure product airflow by avoiding overloading or blocking vents.

Weekly Tasks

- ☐ Clean door gaskets with warm water and mild detergent.
- ☐ Organize contents to prevent airflow obstruction and reduce strain.
- ☐ Check door hinges and latches for alignment and smooth operation.
- ☐ Inspect drain pan and tubing for clogs or standing water.
- ☐ Verify power cord and plug integrity; look for fraying or heat damage.

Monthly Tasks

- ☐ Clean condenser coils using a soft brush or vacuum (unplug unit first).
- ☐ Inspect evaporator coils for frost buildup or obstructions.
- ☐ Check fan blades and motor for dust, wear, or vibration.
- ☐ Calibrate thermostat to ensure accurate temperature control.
- ☐ Clean behind and underneath unit to remove dust and debris.

Quarterly Tasks

- ☐ Test defrost cycle (if applicable) for proper timing and function.
- ☐ Review temperature logs for fluctuations or anomalies.
- ☐ Conduct staff refresher training on cooler/freezer loading and care.
- ☐ Inspect insulation panels for damage or moisture intrusion.

Annual Tasks

- ☐ Schedule professional inspection and servicing of refrigeration system.
 - ☐ Replace worn components: door gaskets, fan motors, thermostats.
 - ☐ Perform full safety and compliance audit (electrical, food safety, ventilation).
 - ☐ Inspect and certify fire suppression system (if installed near unit).
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By following this checklist, you will ensure that your Reach-In operates safely and efficiently, reducing downtime and extending its lifespan. For any questions or further assistance, please contact ProphetPrep support.