	<b>Inspection / Maintenance Procedure</b>	
	<b>Doc Number GAC - MP - 001</b>	Revision Date : 25 Dec 2018 Revision : 1

The users are expecting to use manufacturers' manual to maintain their assets. These general maintenance procedures to test/inspect assets where no specific manuals are available. When using these procedures, remember that these documents may not specify every single detail of your asset.

**Scope:** Scope of these procedures cover most residential and/or commercial fixed assets. For mobile assets (like car, bike, RVs etc.) recommend to follow manufacturers' manuals. For pets and human assets recommend to follow medical professionals' recommendations.

**How to use:** To use maintenance procedure of any asset go through page by page or able to download the procedure and also can print from the link below

[Dish washer](#)

[Dryer](#)

[Freezer](#)

[Fridge](#)

[Hood Fan](#)

[Hood Fan with Microwave](#)

[Electric Stove](#)

[Gas Stove](#)


[Washer](#)

#### Test/Inspect Dish Washer

Asset Category: Appliance

Asset Criticality: Medium critical asset. Regular maintenance is recommended.


<b>Scope</b>	General maintenance procedure to test/inspect Dish Washer where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>Screw drivers</li> <li>Cleaning brush and rag</li> <li>Cleaning agent</li> <li>Sly wrench</li> <li>Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

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<b>Maintenance / Inspection / Testing Steps</b>	
<b>Step</b>	<b>Action</b>
1.1	Follow user manual for normal operation
1.2	Clean inside of the dish washer with recommended cleaning agent
1.3	Check power is turned ON
1.4	Check inlet water valve is turned ON and there are no water leaks
1.5	Check water drainage connection is properly tightened and there are no water leaks
1.6	There is no residual water inside the dish washer
1.7	Door is properly closed and there are no water leak



#### **Common Failure & Troubleshooting**

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Failure	Troubleshooting
No light to panel	Check electric connection to dish washer and circuit breaker trip in the power panel
No water or not enough water to wash	Check inlet water valve to ON/OFF or faulty
Water leak to floor	Check leak <ul style="list-style-type: none"> <li>• water connections</li> <li>• hose pipe</li> <li>• water valve</li> <li>• Drainage line connection</li> </ul>
Water is not drained out	Check blockage to drainage water line
Residual water inside	Check blockage to drainage outlet line and filter

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**End of Maintenance Procedure**

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### Test/Inspect Electric Stove

Asset Category: Appliance

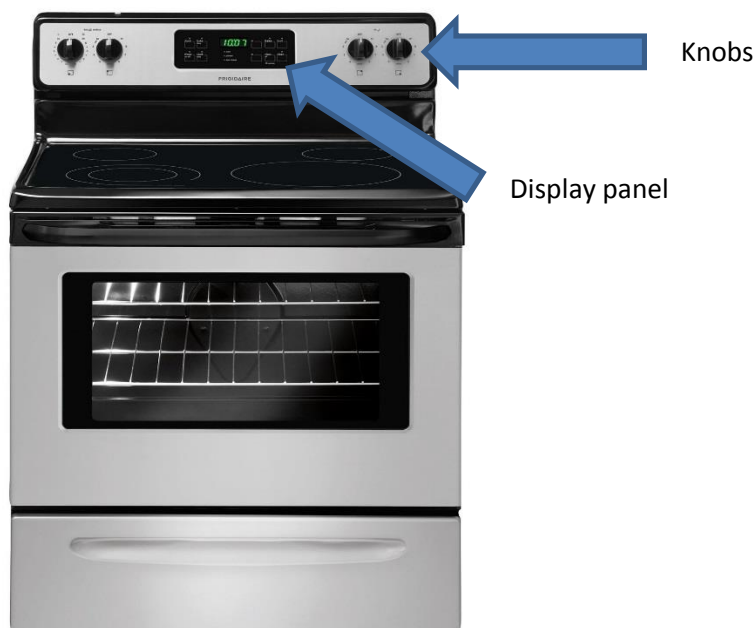
Asset Criticality: Critical asset. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect Electric Stove where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Cleaning brush and rag</li> <li>• Cleaning agent</li> <li>• Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Follow user manual for normal operation
1.2	Clean inside of the stove with the recommended cleaning agent (commonly use degreaser)
1.3	Check stove is to connected to 220V power
1.4	Check to ensure all knobs are working corresponding to the heating elements. If there is a fuse to the stove, check the fuse is tight enough and if it is burned out or not.
1.5	If knob is loose, pull out the knob and tighten screws
1.6	Test all buttons one by one for their functionality

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1.7	Please be careful when testing or using SELF CLEANING button. Once the button is pressed, the oven door will be locked and will continue the cleaning process for 3 to 4 hours. All other functions will be disabled during the cleaning process. Don't disconnect the power or force open the door until the cleaning cycle is complete. It will be unlocked automatically for normal operation.
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#### Common Failure & Troubleshooting

Failure	Troubleshooting
No light to panel or when knob ON	Check the stove plug is connected to stove receptacle and circuit breaker trip in the power panel
Heating element is not working	<ul style="list-style-type: none"> <li>• Check corresponding knob is ON/OFF or faulty.</li> <li>• Check fuse burn out or not</li> <li>• If problem still exists call certified technician</li> </ul>


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**End of Maintenance Procedure**

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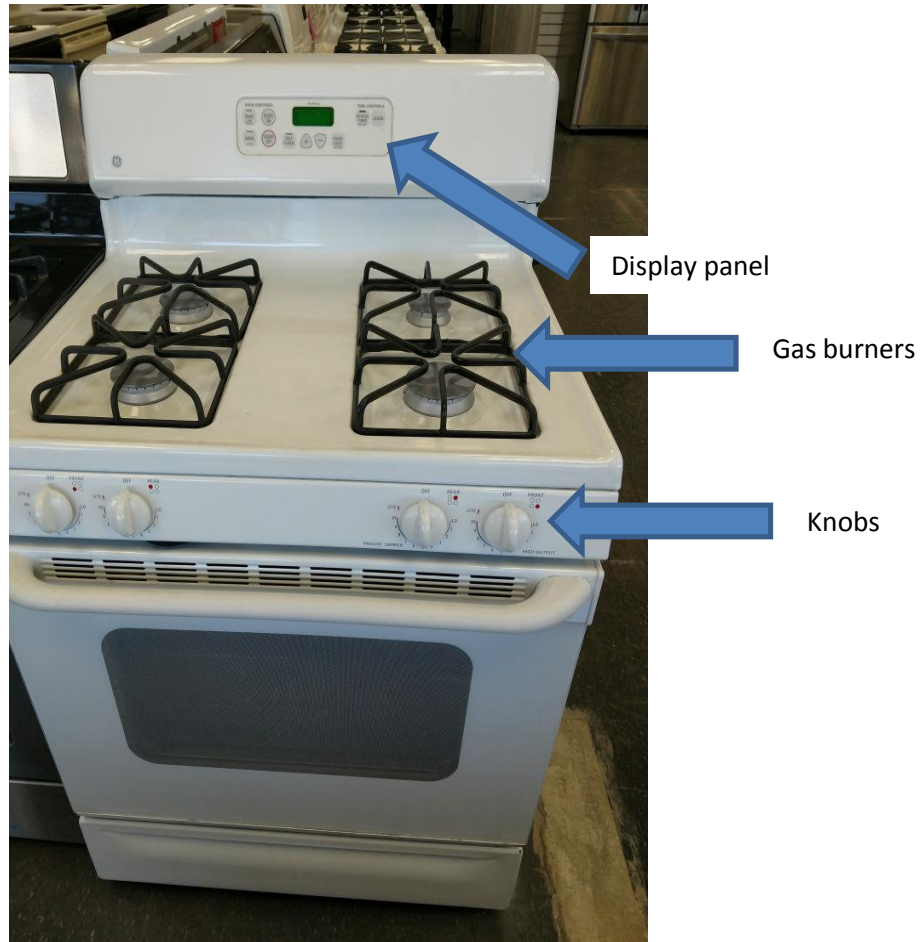
### Test/Inspect Gas Stove

Asset Category: Appliance

Asset Criticality: Critical asset. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect of Gas Stove where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>Screw drivers</li> <li>Cleaning brush and rag</li> <li>Cleaning agent</li> <li>Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

<b>Maintenance / Inspection / Testing Steps</b>	
<b>Step</b>	<b>Action</b>
1.1	Follow user manual for normal operation
1.2	Clean inside of the stove with the recommended cleaning agent (commonly use degreaser)
1.3	Check inlet gas valve is turned ON and stove is connected to 110V receptacle
1.4	Turn the knobs one by one to ignite position, there will be electric spark to fire the burner then move knobs to desire gas control position.
1.5	If knob is loose, pull out the knob and tighten screws
1.6	Test all buttons one by one for their functionality
1.7	Please be careful when testing or using SELF CLEANING button. Once the button is pressed, the oven door will be locked and will continue the cleaning process for 3 to 4 hours. All other functions will be disabled during the cleaning process. Don't disconnect the power or force open the door until the cleaning cycle is complete. It will be unlocked automatically for normal operation.



### Common Failure & Troubleshooting


Failure	Troubleshooting
No light to panel	Check 110V is connected to receptacle
There is no park to light burner	<ul style="list-style-type: none"> <li>Check there is electric connection</li> <li>Check gas inlet valve is ON</li> <li>If problem still exists call certified technician</li> </ul>

End of Maintenance Procedure

### Test/Inspect Hood Fan

Asset Category: Appliance


Asset Criticality: Medium critical asset. Regular maintenance is recommended.

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<b>Scope</b>	General maintenance procedure to test/inspect Hood Fan where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>Screw drivers</li> <li>Cleaning brush and rag</li> <li>Cleaning agent</li> <li>Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the hood fan with the recommended cleaning agent (commonly use degreaser)
1.3	Operate the fan switch to run fan in different speeds
1.4	Test light by turning ON the switch. Replace light bulb if that is fused



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### Common Failure & Troubleshooting

Failure	Troubleshooting
Fan is not running	Check there is electric connection
Light is not working	<ul style="list-style-type: none"> <li>• Replace valve</li> <li>• Check there is electric connection</li> <li>• If problem still exists call certified technician</li> </ul>
Exhaust air return back	Check blockage to exhaust air duct

### End of Maintenance Procedure

### Test/Inspect Hood Fan with Microwave

Asset Category: Appliance

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

<b>Scope</b>	General maintenance procedure to test/inspect Hood Fan with microwave where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Cleaning brush and rag</li> <li>• Cleaning agent</li> <li>• Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the hood fan with recommended cleaning agent (commonly use degreaser)
1.3	Operate the fan switch to run fan in different speeds
1.4	Test light switch by turning ON the light. Replace light valve if there is a fuse
1.5	Test all buttons are functioning properly
1.6	Open charcoal filter and clean





Charcoal filter inside the cover

Microwave panel

Exhaust air vent

### Common Failure & Troubleshooting

Failure	Troubleshooting
Fan is not running	Check there is electric connection
Light is not working	<ul style="list-style-type: none"> <li>• Replace valve</li> <li>• Check there is electric connection</li> <li>• If problem still exists call certified technician</li> </ul>
Fan is working but microwave is not working	Call certified technician
Exhaust air return back	Check blockage to exhaust air duct


### End of Maintenance Procedure

### Test/Inspect Fridge

Asset Category: Appliance

Asset Criticality: Critical asset. Regular maintenance is essential.


<b>Scope</b>	General maintenance procedure to test/inspect Fridge where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>

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<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Cleaning brush and rag</li> <li>• Cleaning agent</li> <li>• Sly wrench</li> <li>• Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>
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<b>Maintenance / Inspection / Testing Steps</b>	
<b>Step</b>	<b>Action</b>
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the fridge with the recommended cleaning agent
1.3	Check electric connection to ensure it is properly plugged to the receptacle
1.4	Test all buttons are functioning properly
1.5	Test temperature difference between refrigerator and freezer compartments
1.6	Operate all buttons to ensure they are functioning properly
1.7	Check for water leak in the inlet valve, connections and hose pipe
1.8	Check, clean and replace filter if required



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### Common Failure & Troubleshooting

Failure	Troubleshooting
There is no power	Check there is electric connection or not
Light is not working	<ul style="list-style-type: none"> <li>• Replace valve</li> <li>• Check there is electric connection</li> <li>• If problem still exists call certified technician</li> </ul>
Freezer is cold enough, but refrigerator is not cold	There may be ice between two chamber and block blocked air circulation. De-ice them. If problem still exists call certified technician
None of the chambers are cold enough	May be the compressor not working or there is no refrigerant, call certified technician
Water filter status LED yellow or red	Slowly press reset button few times, LED will be green. If not, replace water filter and reset again
Water leak to the floor	Check water valve, connections and hose, replace if there are leaks

### End of Maintenance Procedure


### Test/Inspect Freezer

Asset Category: Appliance

Asset Criticality: Critical asset. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect Freezer where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Cleaning brush and rag</li> <li>• Cleaning agent</li> <li>• Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the freezer with the recommended cleaning agent
1.3	Check electric connection is properly plugged to receptacle
1.4	Test all buttons are functioning properly

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1.5	Test temperature is in satisfactory condition
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#### Common Failure & Troubleshooting

Failure	Troubleshooting
There is no power	Check there is electric conn
Freezer is not cold enough	Call certified technician

ON indication light


#### End of Maintenance Procedure

#### Test/Inspect Washer

Asset Category: Appliance

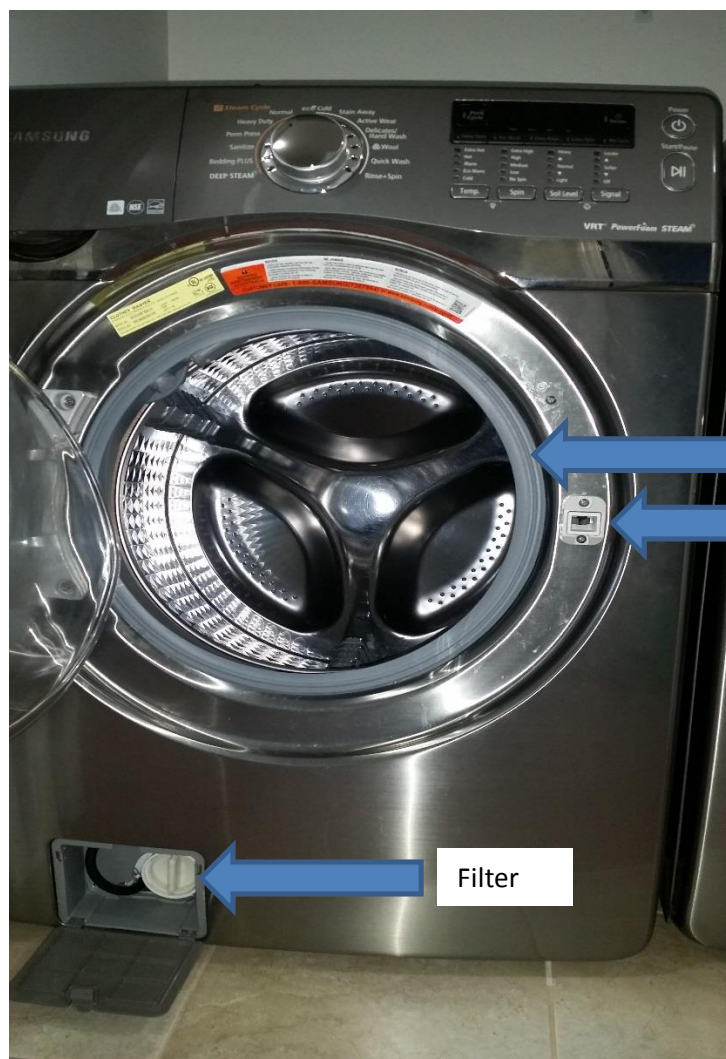
Asset Criticality: Medium critical asset. Regular maintenance is recommended.

<b>Scope</b>	General maintenance procedure to test/inspect Washer where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>

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<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Cleaning brush and rag</li> <li>• Cleaning agent</li> <li>• Angle nose plier</li> <li>• Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>
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<b>Maintenance / Inspection / Testing Steps</b>	
<b>Step</b>	<b>Action</b>
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the washer with the recommended cleaning agent
1.3	Check electric connection is properly plugged to receptacle
1.4	Test all buttons and washing cycles are functioning properly
1.5	Rotate the washer drum to check for any noise
1.6	Check if there are any leaks around the rubber door
1.7	Check for any leaks to the inlet hot and cold water valve, connections and hoses. Tightened if connection is loose.
1.8	Open, check and clean for lint and dirt from filter
1.9	Clean door close sensor




Door rubber

Door sensor

Filter

## Common Failure & Troubleshooting

Failure	Troubleshooting
There is no power to panel	Check there is electric connection or not
Water blocked or not drain completely	<ul style="list-style-type: none"> <li>Check blockage to filter and clean</li> <li>Check blockage to water drain hose</li> </ul>
Water leak to floor or at the back of washer	<ul style="list-style-type: none"> <li>Check water inlet hot and cold valve, connections and hoses. Replace faulty parts</li> <li>Check leak to door rubber</li> </ul>
Vibrate washing drum and make noise	Suspension spring or bearing may be faulty, call certified technician

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**End of Maintenance Procedure**

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### Test/Inspect Dryer

Asset Category: Appliance

Asset Criticality: Medium critical asset. Regular maintenance is recommended.

<b>Scope</b>	General maintenance procedure to test/inspect Dryer where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>Screw drivers</li> <li>Cleaning brush and rag</li> <li>Cleaning agent</li> <li>Angle nose plier</li> <li>Use proper PPE (e.g. Safety Glass &amp; gloves)</li> </ul>

<b>Maintenance / Inspection / Testing Steps</b>	
<b>Step</b>	<b>Action</b>
1.1	Follow user manual for normal operation
1.2	Clean the inside and surface of the dryer with the recommended cleaning agent
1.3	Check electric connection is properly plugged to 220V receptacle
1.4	Test all buttons and drying cycles are functioning properly
1.5	Rotate the dryer drum to check for any noise
1.6	Check heating element is working properly
1.7	Open, check and clean lint and dirt from filter as well as from the filter chamber





Cycle selection

Filter

## Common Failure & Troubleshooting

Failure	Troubleshooting
There is no power to panel	Check there is electric connection
Exhaust air return back	Blockage to exhaust, clean air exhaust duct
Dryer drum makes noise	Suspension spring/belt or bearing may be faulty, call certified technician
There is no heat inside drum	Heating element may be faulty, call certified technician

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End of Maintenance Procedure

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