



# Denny's PM Checklist



Site Name		W.O. Parent	
Site Address		W.O Child 1	
Site Contact		W.O. Child 2	
Phone		Fax	Email

### Record model and serial numbers for all Axioms, ITCBs, and ICBs:

Work Order	Model	Serial#	Filter Type/# Installed
Parent W.O.			
Child 1			
Child 2			

### Checklist for Preventative Maintenance:

- Replace water filter cartridges, if used, and flush water lines for 2 minutes. If site doesn't use filters return them to your stock. **Do not install.**
- Record date of filter change on BUNNserve sticker shown in **Figure #1** and place on filter. **\*\* You must capture a photo of the sticker filled out and placed on the filter cartridge to your work order. You must also record the type/number of the filter used above. \*\***
- Clean and Inspect Brew Temperature Probe
- Calibrate Brew Temperature
- Clean/Inspect Liquid Level Probes of lime or residue
- Replace Liquid Level Probe Grommets
- Delime Sprayhead tubing and tank fitting
- Delime Bypass/Dilution tube and tank Fittings
- Replace Sprayhead (changed type in 2018)
- Test operation of Brew-head Valve
- Test operation of Bypass/Dilution valves
- Test operation of Water Inlet Valve
- Calibrate Brew/Bypass/Dilution volumes following instructions provided
- Replace Faucet Seat Cup
- Test operation of Faucet Assembly
- Clean/Inspect exterior of unit
- Clean/Inspect Brew Funnels
- Inspect all water lines & fittings
- Calibrate Batch Size Volume Totals (unit specific) with new sprayhead in place, and bypass and dilution valves delivering proper ounces per minute. Follow directions provided.
- Test unit for proper operation and function, as well as all switches and controls.
- Inspect/Install/Replace**, the BUNNserve decal shown in **Figure #2** on the side of each unit you touch that is most visible. **You must also capture a photo of the NEW 2022 sticker (it must state Denny's 2022) and post it to the W.O.**

FIG. 1



FIG. 2



**Tech using Field Service Mobile App** – Technician will start travel, check in, check out, and add WOLI lines for parts and/or expenses by using the mobile app. Technician must upload the two photos and the signed checklist by selecting “Add Files” on the child. Tech can either take a photo or select a photo. The two photos and checklist must be received by BUNNserve before payment can be processed. If you cannot get photos to upload, you can email them to [BUNNserve.pm@bunn.com](mailto:BUNNserve.pm@bunn.com).

**Tech not using Field Service Mobile App** - Upon completion, please update your BUNNserve work order by logging into BUNNserve Plus and clicking on “Quick Resolve” on the Parent Work Order. Enter the requested information as you go through the screens. Once the work order is resolved, click on the “Submit Claim” button on the Parent Work Order to enter your claim. Upload the two photos and the signed checklist into “Files” by clicking on the “Upload Files” button. The two photos and checklist must be received by BUNNserve before payment can be processed. If you cannot get photos to upload, you can email them to [BUNNserve.pm@bunn.com](mailto:BUNNserve.pm@bunn.com).

The Preventative Maintenance has been complete to my satisfaction.  
 Manager Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

I have completed all aspects of Preventative Maintenance and captured all photos and information.  
 Technician's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_