

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **EXHAUST FANS**

SITE AND BLDG #: **White Plains MD066** MECHANIC SIGNATURE:  DATE: **3/5/21**
 LOCATION/RM #: **OMS WO# 13808 ASSET # 322-324 bldg. 2** START TIME: **10:05** FINISH TIME: **10:30**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.			Checklist is for the louvers in OMS/bldg. 2	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Clean unit, especially fan blades.				
2	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.				
3	Perform required lubrication and remove old or excess lubricant.				
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.				
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.				
6	Start unit and check for vibration and noise.				
7	Remove all trash and debris.				



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: