

# **PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST** **EXHAUST FANS**

**SITE AND BLDG #:**      **White Plains MD066**

**MECHANIC  
SIGNATURE:** 

**DATE:**      **8/25/2**

**LOCATION/RM #:** **bldg. 1**   **WO#** **14982**   **ASSET #** **237-243**

**START TIME:**      **12:55**      **FINISH TIME:**      **1:30**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                    | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.               | ✓             |    |                                                                         |
| 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:**