

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS

SITE AND BLDG #: **Saugerties 128**MECHANIC
SIGNATURE: DATE: **6/5/2023**LOCATION/RM #: **kitchen** WO# **22225** ASSET # **10788**
roofSTART TIME: **1330**FINISH TIME: **1450**

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|--|---------------|----|---|
| | | YES | NO | |
| SPECIAL INSTRUCTIONS | | | | |
| 1 | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. | ✓ | | |
| 2 | Schedule shutdown with operating personnel, as needed. | ✓ | | |
| 3 | 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: