

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: DS DATE: 6/10/19
 LOCATION/RM #: 201 WO# 9188 ASSET # 3860 START TIME: 850 FINISH TIME: 910

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETED CHECKED N/A, PROVIDE EXPLANATION)
		YES	NO	
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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: PA051 MECHANIC SIGNATURE: DS DATE: 6/10/19
 LOCATION/RM #: 129 WO# 9188 ASSET # 3716 START TIME: 840 FINISH TIME: 850

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE, CHECKED N/A, PROVIDE EXPLANATION)
		YES	NO	
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 (C.M) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.
 To be performed by: General Maintenance Worker
 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: PA051
LOCATION/RM #: 208 WO# 9188 ASSET # 3709

MECHANIC SIGNATURE: DS DATE: 6/10/19
START TIME: 830 FINISH TIME: 840

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ACTIONS (IF TASK COMPLETE, IF CHECKED NO, PROVIDE EXPLANATION)
		YES	NO		
1	In addition to the procedures 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/18

LOCATION: MFCB W09188 ASSET# 3854 START TIME: 1030 FINISH TIME: 1045

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED, NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/17

LOCATION: MECH W029188 ASSET 283 START TIME: 1015 FINISH TIME: 1030

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/12

LOCATION: MECA W09188 ASSET# 3852 START TIME: 10 FINISH TIME: 1015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final*, October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/18

LOCATION: MECH W09188 ASSET 3733 START TIME: 945 FINISH TIME: 10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/17

LOCATION: MECH W09188 ASSET 3732 START TIME: 9 30 FINISH TIME: 9 45

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/17

LOCATION: MECH W09188 ASSET 3731 START TIME: 915 FINISH TIME: 930

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off.	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FAN, CENTRIFUGAL

ACTIVITY AND BLDG #: PA051 MECHANIC SIGNATURE: SK DATE: 6/12/17
 LOCATION: MEN WO#9188 ASSET# 3730 START TIME: 9 FINISH TIME: 915

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		YES	NO	
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	Review manufacturer's instructions.	✓		
4	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	Check fan blades for dust buildup and clean if necessary.	✓		
2	Check fan blades and moving parts excessive wear. Clean as needed.	✓		
3	Check bearing collar set screws on fan shaft to make sure they are tight.	✓		
4	Remove old or excess lubricant while fan is off	✓		
5	Vacuum interior of unit if accessible. Clean exterior.	✓		
6	Lubricate fan shaft bearings. Manually rotate belt and or fan while lubricating. Do not over lubricate.	✓		
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary. Multiple belts should be replaced with matched sets.	✓		
8	Check pulley wheels.	✓		
9	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
10	Remove all trash and clean area around fan and fan room.	✓		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes: