

**CERTIFICATION OF WORK  
PREVENTIVE MAINTENANCE**

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: PA051-09 Date of Visit: 6/20 + 6/21

Contractor Personnel on Site:

- |                   |          |
|-------------------|----------|
| 1. <u>Scott K</u> | 3. _____ |
| 2. _____          | 4. _____ |

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

- |                                    |
|------------------------------------|
| 1. <u>WO # 9380 (UNIT HEATERS)</u> |
| 2. <u>9252 (PUMPS)</u>             |
| 3. <u>9192 (EXHAUST FANS)</u>      |
| 4. _____                           |
| 5. _____                           |

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**CERTIFICATION OF WORK**

To be signed by the Contractor:

Print Name: SCOTT KENDERS Date: 6/21/19

Signed: Scott Kenders

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: John D. Rossi Date: 21 June 2019

Signed: John D. Rossi

E-Mail: john.d.rossi.3.civ@mail.mil

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: 7A051-09

MECHANIC  
SIGNATURE: SK

DATE: 6/20/19

LOCATION/RM #: BOOF WO# 9192 ASSET # 3793

START TIME: 9

FINISH TIME: 9:10

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                                                                                                    | ✓             |    | BEARINGS AND SHAFT NEED PERVA                                           |
| 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:

BEARINGS AND SHAFT NEED REPLACED

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

SITE AND BLDG #: PA051-09

MECHANIC  
SIGNATURE: SK

DATE: 6/20/19

LOCATION/RM #: ROOF WO# 9192 ASSET # 3788

START TIME: 910

FINISH TIME: 920

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      | ✓             |    |                                                                         |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |               |    |                                                                         |
| 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.<br>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 #: PA051-09 MECHANIC SIGNATURE: SK DATE: 6/20/19  
 LOCATION/RM #: ROOF WO# 9192 ASSET # 3765 START TIME: 920 FINISH TIME: 930

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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. | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 2                                          | Schedule shutdown with operating personnel, as needed.                                                                                                                           | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.                      | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |                                     |    |                      |                                                                         |
| 1                                          | Clean unit, especially fan blades.                                                                                                                                               | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.        | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 3                                          | Perform required lubrication and remove old or excess lubricant.                                                                                                                 | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 4                                          | Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.                                                       | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 5                                          | Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.                              | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 6                                          | Start unit and check for vibration and noise.                                                                                                                                    | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 7                                          | Remove all trash and debris.                                                                                                                                                     | <input checked="" type="checkbox"/> |    |                      |                                                                         |

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 #: 7A051-09  
LOCATION/RM #: 305 WO# 9192 ASSET # 3031

MECHANIC SIGNATURE: SK DATE: 6/20/19  
START TIME: 930 FINISH TIME: 940

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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                                          | 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 #: PA051-09 MECHANIC SIGNATURE: SK DATE: 6/20/19

LOCATION/RM #: 6TH FLOOR# 919Z ASSET # 3611 START TIME: 940 FINISH TIME: 950

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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. | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 2                                          | Schedule shutdown with operating personnel, as needed.                                                                                                                           | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.                      | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |                                     |    |                      |                                                                         |
| 1                                          | Clean unit, especially fan blades.                                                                                                                                               | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.        | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 3                                          | Perform required lubrication and remove old or excess lubricant.                                                                                                                 | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 4                                          | Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.                                                       | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 5                                          | Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.                              | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 6                                          | Start unit and check for vibration and noise.                                                                                                                                    | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 7                                          | Remove all trash and debris.                                                                                                                                                     | <input checked="" type="checkbox"/> |    |                      |                                                                         |

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 #, W/O #, 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 #: PA051-09  
LOCATION/RM #: 6TH FLOOR WO# 9192 ASSET # 3005

MECHANIC SIGNATURE: SK DATE: 6/20/19  
START TIME: 950 FINISH TIME: 10

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                       |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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. | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 2                                          | Schedule shutdown with operating personnel, as needed.                                                                                                                           | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.                      | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |                                     |    |                      |                                                                         |
| 1                                          | Clean unit, especially fan blades.                                                                                                                                               | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 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.        | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 3                                          | Perform required lubrication and remove old or excess lubricant.                                                                                                                 | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 4                                          | Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.                                                       | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 5                                          | Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.                              | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 6                                          | Start unit and check for vibration and noise.                                                                                                                                    | <input checked="" type="checkbox"/> |    |                      |                                                                         |
| 7                                          | Remove all trash and debris.                                                                                                                                                     | <input checked="" type="checkbox"/> |    |                      |                                                                         |

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 #: PA051-09

MECHANIC  
SIGNATURE: SK

DATE: 6/20/19

LOCATION/RM #: 106 WO# 9192 ASSET # 3800

START TIME: 10

FINISH TIME: 1010

| CHECK<br>POINT                             | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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                                          | 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 #: 7A051-09

MECHANIC  
SIGNATURE: SK

DATE: 6/20/19

LOCATION/RM #: BATHROOM# 9192 ASSET # 3493

START TIME: 1010

FINISH TIME: 1020

| CHECK<br>POINT                             | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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                                          | 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 #: PA051-09MECHANIC  
SIGNATURE: SKDATE: 6/20/19LOCATION/RM #: BAH Ren WO# 9192 ASSET # 3492START TIME: 10 20FINISH TIME: 10 30

| CHECK<br>POINT                                    | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ACTIONS<br>(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                                                 | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      | ✓             |    |                      |                                                                        |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                                                                                                                                  |               |    |                      |                                                                        |
| 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 #: PA051-09 MECHANIC SIGNATURE: SK DATE: 6/20/19

LOCATION/RM #: Batt Room WO# 9192 ASSET # 3490 START TIME: 1030 FINISH TIME: 1040

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | SPECIAL INSTRUCTIONS | NOTES/ ACTIONS<br>(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                                          | 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: