

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: PA 085-C

LOCATION/RM #: 4117 W# 9147 ASSET # 3781

MECHANIC
SIGNATURE: *Scott M. Dwyer*

DATE: 6/27/18

START TIME: 10:20

FINISH TIME: 10:30

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
4	Clean unit, especially fan blades.	✓		
5	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	✓		
6	Perform required lubrication and remove old or excess lubricant.	✓		
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	✓		
8	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
9	Start unit and check for vibration and noise.	✓		
10	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 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:

EP - 4

PTPC Unit Does Not Work
So Fan Will Not Work

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: PA 055-01

LOCATION/RM #: 117

WO# 9147

ASSET # 3788

MECHANIC
SIGNATURE: *Mark W. B. B.*

DATE: 5/27/19

START TIME: 10:30

FINISH TIME: 10:40

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		✓	
4	Clean unit, especially fan blades.	✓		
5	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	✓		
6	Perform required lubrication and remove old or excess lubricant.	✓		
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	✓		
8	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
9	Start unit and check for vibration and noise.	✓		
10	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 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:

EEF - 8

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: *Pr 055-A*MECHANIC
SIGNATURE: *Mark H. Miller*DATE: *6/28/18*LOCATION/RM #: *OFFICE*WO# *9147*ASSET # *3802*START TIME: *10:40*FINISH TIME: *10:50*

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	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
4	Clean unit, especially fan blades.	✓		
5	Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.	✓		
6	Perform required lubrication and remove old or excess lubricant.	✓		
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	✓		
8	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓		
9	Start unit and check for vibration and noise.	✓		
10	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 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:

EF - 2

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: *Fn 085-01*LOCATION/RM #: *Kitchens* WO# *9147* ASSET # *2804*MECHANIC
SIGNATURE: *Scott D. Wren*DATE: *6/27/18*START TIME: *10:50*FINISH TIME: *11:00*

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. Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>		
2	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"/>	
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 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:

EF - 7

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: PA 658-01

LOCATION/RM #: Kitchen WO# 847 ASSET # 3807

MECHANIC
SIGNATURE:

DATE:

11/29/15

START TIME: 11:00

FINISH TIME: 11:10

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 Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. ✓
- 4 Clean unit, especially fan blades. ✓
- 5 Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets. ✓
- 6 Perform required lubrication and remove old or excess lubricant. ✓
- 7 Multiple belts should be replaced with matched sets. ✓
- 8 Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow. ✓
- 9 Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight. ✓
- 10 Start unit and check for vibration and noise. ✓
- 11 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 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:

EF - E

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: P1 058-01

MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #: Mech WO# 9147 ASSET # 3810

START TIME: 11:10

FINISH TIME: 11:20

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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.
- 4 Clean unit, especially fan blades.
- 5 Inspect pulleys, belts, couplings, etc.; adjust tension and tighten mountings as necessary. Change badly worn belts. Multiple belts should be replaced with matched sets.
- 6 Perform required lubrication and remove old or excess lubricant.
- 7 Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.
- 8 Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.
- 9 Start unit and check for vibration and noise.
- 10 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 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:

ET - 9

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
VACUUM PUMP

ACTIVITY AND BLDG #:

Pa 058-01

LOCATION: *DRIVE 100' 9147 ASSET # 3821*MECHANIC
SIGNATURE: *Jefferson*DATE: *6/2/18*START TIME: *1220*FINISH TIME: *1230*

CHECKPOINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		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	Read and understand manufacturer's instructions of each device before making adjustments to the device or to the system PRIOR to making any changes.		✓	
3	Schedule service outages for the areas controlled by the field panel.		T	
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 DAILY EACH INSPECTION SERVICE				
1	Drain oil from reservoir if applicable. Place oil in a proper receptacle for oil disposal.		NP	
2	Remove oil filter and replace, if applicable.		NP	
3	Remove oil sight glass and clean as needed.		NP	
4	Fill with the appropriate type and amount of oil if applicable. Refer to manufacturer's specifications for the equipment.		NP	
5	Remove the exhaust filter and replace.		NP	
6	Check the exhaust chamber and oil return line for clogging. Clean if needed.		NP	
7	Inspect the exhaust chamber for excess oil. Wipe out if needed.		NP	
8	Inspect the vacuum inlet filter.		NP	
9	Wipe out the interior of the filter housing.		NP	
10	Wipe exterior surfaces of the pump free of debris and oil.		NP	
11	Remove and clean the vacuum diverter valve. Replace with new if needed.		NP	
12	If applicable, check the drive belt for cracks fraying and stretching. Replace if worn.		NP	

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: