

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LOUVERS**

SITE AND BLDG #: **DE007 B-4**

LOCATION/RM #:

WO#

0Y4-066-106

ASSET #

MECHANIC  
SIGNATURE:

DATE:

06/27/22

START TIME: 0900

FINISH TIME:

1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Test louver to ensure it actuates properly	✓		
2	If applicable, lubricate as necessary.	✓		
3	Clean and wipe down louvers to ensure they are clean.	✓		
4	Note any operational issues.	✓		

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:**