

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

SITE AND BLDG #: PA063

MECHANIC  
SIGNATURE:*Pat Boenham*

DATE: 12/8/2023

LOCATION/RM #: WO# 14443 ASSET # See notes

START TIME: 9:00AM

FINISH TIME: 10:00AM

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</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 materials). Any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and description.

To be performed by: General Maintenance Worker

**Additional Notes:**  
 Asset3465,3521,3901  
 3901 needs new fan on roof