

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EXHAUST FANS

SITE AND BLDG #: VA039

MECHANIC  
SIGNATURE:


DATE: 6/11/24

LOCATION/RM #: WO# 15767 ASSET # 3900

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	NOTES/ACTIONS
	<b>SPECIAL</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</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 discription of the deficiency.

To be performed by: General Maintenance Worker

#### Additional Notes:

No Rooftop Exhaust fans in building 2. Have been removed  
-AS