

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

MECHANIC
SIGNATURE:



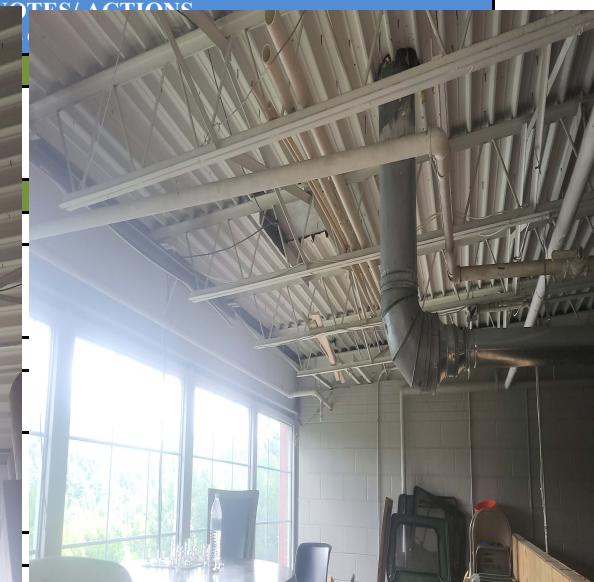
DATE: 6/11/24

SITE AND BLDG #: VA039

LOCATION/RM #: WO# 15767 **ASSET #** 3900

START TIME: 2PM

FINISH TIME: 3PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	NOTES/ ACTIONS	
			SPECIAL	
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.	Y		
TO BE PERFORMED AT				
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:

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