

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: **NY052 BLDG1**MECHANIC
SIGNATURE:DATE: **12/12/23**LOCATION/RM #: **bldg1** WO# **14475** ASSET # **3862,3873,
3947**START TIME: **8:30am**FINISH TIME: **9am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	SPECIAL INSTRUCTIONS
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.	✓	
TO BE PERFORMED AT EACH			
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) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, To be performed by: General Maintenance Worker

Additional Notes: