

## 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 CO
		YES
SPECIAL INSTR		
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:**

