

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EXHAUST FANS

SITE AND BLDG #: NY070 BLDG3

LOCATION/RM #: bldg3 WO# 14484 ASSET # 3919

MECHANIC  
SIGNATURE: \_\_\_\_\_

DATE: 12/6/23

START TIME: 12:15pm

FINISH TIME: 12:30pm

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:**

I need pics or planking to walk across the top of the cages to get to the unit safely