

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS

SITE AND BLDG #: NY126 BLDG1

LOCATION/RM #: kitchen **WO#** 14473 **ASSET #** 3707

**MECHANIC
SIGNATURE:**

DATE: 12/15/23

START TIME: 10am

FINISH TIME: 10:30am

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:

