

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EXHAUST FANS

 MECHANIC  
 SIGNATURE:

*Pat Boehman*


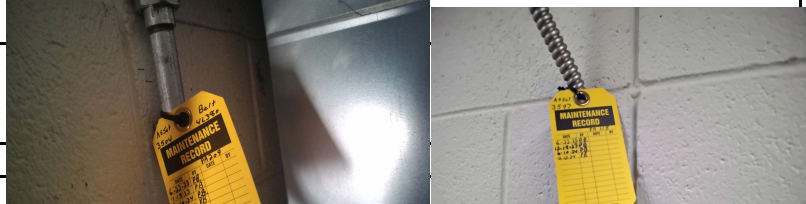
DATE: 12/12/2024

SITE AND BLDG #: PA118

LOCATION/RM #: WO# 17277 ASSET # See notes

START TIME: 10:00AM

FINISH TIME: 11:45AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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 INSPECTION				
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 materials) and include the Asset #, WO #, photos, and a description of the work performed. To be performed by: General Maintenance Worker

**Additional Notes:** Asset 3466, 3504, 3522, 3523, 3524, 3525, 3597, 3650, 371