

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS



**MECHANIC
SIGNATURE:**

DATE: 12/6/24

SITE AND BLDG #: VA012

LOCATION/RM #: WO# 17323 **ASSET #** 9048

START TIME: 1PM

FINISH TIME: 2PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED YES	SPECIAL INSTRUCTIONS
			TO BE PERFORMED AT EACH
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.	●	
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 material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Large building exhaust is working well with no issues.
 -AS