

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS

SITE AND BLDG #: VA012-02

MECHANIC
SIGNATURE: 

DATE: 4-JUN-2025

LOCATION/RM #: WO# 19129 ASSET # 9048

START TIME: 2PM

FINISH TIME: 3PM

| 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 SERVICE | | | | |
| 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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

Large building exhaust is working well with no issues.

-AS