

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EXHAUST FANS**

**SITE AND BLDG #:** NY023-121

**MECHANIC**  
**SIGNATURE:** DEEN Rong

**DATE:** 9/2/20

**LOCATION/RM #:** Front Entire Building 021

**START TIME:** 8am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	10032	9333	PM-QT-9333				J-57 1-pc Exhaust Blower	
NY023-121	10033	9334	PM-QT-9334				J-57 5-pc Exhaust Connection	
NY023-121	10034	9335	PM-QT-9335				J-57 1-pc Exhaust Blower	
NY023-121	10035	9336	PM-QT-9336				J-57 6-pc Exhaust Connection	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
<b>SPECIAL INSTRUCTIONS</b>					
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓	/		
2	Schedule shutdown with operating personnel, as needed.	✓	/		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓	/		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>					
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Perform required lubrication and remove old or excess lubricant.	<input checked="" type="checkbox"/>		
4	Clean motor with vacuum or low pressure dry air (less than 40 psi). Check for obstructions in motor cooling and air flow.	<input checked="" type="checkbox"/>		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>		
7	Remove all trash and debris.	<input checked="" type="checkbox"/>		

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:**

\* Asset 9336 has 2 not installed to the exhaust blower

