

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

SITE AND BLDG #: NY023-121

MECHANIC  
SIGNATURE:

DATE: 6/2/21

LOCATION/RM #: Building 121 Roof Top

START TIME: 2pm

FINISH TIME: 4pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-121	12941	9294	PM-AN-9294				J-07 8-pc Rooftop Exhaust Fan Hoods	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO	SPECIAL INSTRUCTIONS		
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 psi). 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:**

\* Cleaned from the inside, Roof is not flat, it is slanted.

