

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

**SITE AND BLDG #:** NY023-~~123~~ 123

**MECHANIC  
SIGNATURE:**

*DEEN Rowe*

**DATE:** 6/2/21

**LOCATION/RM #:** Building 123

**START TIME:** 10Am

**FINISH TIME:** 12pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	12942	9338	PM-AN-9338				J-07 6-pc Exhaust Fan	
NY023-123	12944	9340	PM-AN-9340	Dayton	2C819B		J-07 1-pc Bathroom Exhaust Fan	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean unit, especially fan blades.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	<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"/>	<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.	✓		
6	Start unit and check for vibration and noise.	✓		



7	Remove all trash and debris.			
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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:**