

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FAN, CENTRIFUGAL

SITE AND BLDG#: NY023-123

MECHANIC

SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 6/16/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-22231		PM-AN-9340					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
		TO BE PERFORMED AT EACH INSPECTION SERVICE
1	Check fan blades for dust buildup and clean if necessary	
2	Check fan blades and moving parts excessive wear Clean as needed	
3	Check bearing collar set screws on fan shaft to make sure they are tight	
4	Remove old or excess lubricant while fan is off	
5	Vacuum interior of unit if accessible Clean exterior	
6	Lubricate fan shaft bearings Manually rotate belt and or fan while lubricating Do not over lubricate	
7	Check belts for wear, adjust tension or alignment, and replace belts when necessary Multiple belts should be replaced with matched sets	
8	Check pulley wheels	
9	Check structural members, vibration eliminators, and flexible connections Check fan housing to ensure there is no damage and the housing is tight	
10	Remove all trash and clean area around fan and fan room	

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: