

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: **NY052N01**

MECHANIC
SIGNATURE: **James R Groft Jr**

DATE: 12/20/2024

LOCATION/RM #: **WO# 17307** **ASSET # 3862**

START TIME: _____

FINISH TIME: _____

| 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. | X | | |
| TO BE PERFORMED AT EACH INSPECTION SERVICE | | | | |
| 1 | Clean unit, especially fan blades. | X | | |
| 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. | X | |  |
| 3 | Perform required lubrication and remove old or excess lubricant. | X | | |
| 4 | Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow. | X | | |
| 5 | Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight. | X | | |
| 6 | Start unit and check for vibration and noise. | X | | |
| 7 | Remove all trash and debris. | X | | |

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: