PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS/TRANSFER FAN

SITE AND BLDG #: NY058-104

MECHANIC SIGNATURE: Mike Wolf **DATE:** 6/26/19

LOCATION/RM #:

START TIME: 7am **FINISH TIME:** 2pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	3700	10245					J-07 2-pc Exhaust Fan	
NY058-104	3701	10246					J-07 1-pc Exhaust Fan	
NY058-104	3702	10247					J-07 1-pc Exhaust Fan	
NY058-104	3703	10248					J-07 1-pc Transfer Fan	
NY058-104	3704	10249					J-07 5-pc Transfer Fan	
NY058-104	3705	10250					J-07 1-pc Transfer Fan	
NY058-104	3706	10251					J-07 3-pc Exhaust Fan	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	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.			
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.			
	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.			

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:**