

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

SITE AND BLDG #: NY058-104

LOCATION/RM #: Mechanical Room 1<sup>st</sup> AND 2<sup>nd</sup> Floor

MECHANIC  
SIGNATURE: Deen Rowe

DATE: 6/24/21

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	12899	10245	PM-AN-10245				J-07 2-pc Exhaust Fan	
NY058-104	12900	10246	PM-AN-10246	CentriMaster	XB1120 E1	09F2860-6	J-07 1-pc Exhaust Fan	
NY058-104	12901	10247	PM-AN-10247	CentriMaster	XB1120 E1	09F2060-6	J-07 1-pc Exhaust Fan	
NY058-104	12902	10248	PM-AN-10248	ACMC	1233H	10C1919-8	J-07 1-pc Transfer Fan	
NY058-104	12903	10249	PM-AN-10249	CentriMaster	XB1120 E1		J-07 5-pc Transfer Fan	
NY058-104	12904	10250	PM-AN-10250	ACMC		10C1919-9	J-07 1-pc Transfer Fan	
NY058-104	12905	10251	PM-AN-10251				J-07 3-pc 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.					
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2	Schedule shutdown with operating personnel, as needed.	<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"/>		
<b>TO BE PERFORMED AT FACTORY INSPECTION SERVICE</b>				
1	Clean unit, especially fan blades.	<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"/>		
3	Perform required lubrication and remove old or excess lubricant.	<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"/>		
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	<input checked="" type="checkbox"/>		
6	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>		

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:**

\* Asset # 10247 has no power, turn on but exhaust fan stays off. (Exhaust fan # 9)

