

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

SITE AND BLDG #:

NY058 - 104

MECHANIC

SIGNATURE: *Dean Rowe*

DATE: *6/21/22*

LOCATION/RM #: Mechanical Room

START TIME: *1pm*

FINISH TIME: *2pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	17237	10245	PM-AN-10245				J-07 2-pc Exhaust Fan	
NY058-104	17238	10246	PM-AN-10246	CentriMaster	XB1120 E1	09F2860-6	J-07 1-pc Exhaust Fan	
NY058-104	17239	10247	PM-AN-10247	CentriMaster	XB1120 E1	09F2060-6	J-07 1-pc Exhaust Fan	
NY058-104	17240	10248	PM-AN-10248	ACMC	1233H	10C1919-8	J-07 1-pc Transfer Fan	
NY058-104	17241	10249	PM-AN-10249	CentriMaster	XB1120 E1		J-07 5-pc Transfer Fan	
NY058-104	17242	10250	PM-AN-10250	ACMC		10C1919-9	J-07 1-pc Transfer Fan	
NY058-104	17243	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.	✓			
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.	✓		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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.	✓		

Replaced belts on three exhaust fans

(1) Asset # 10246 and (2) Asset # 10249

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:**