

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### TRANSFER FANS

**SITE AND BLDG #:** VA012-01

**LOCATION/RM #:**

**MECHANIC  
SIGNATURE:**

**START TIME:**

**DATE:**

7-2-19

**FINISH TIME:**

10:30AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA012-01	9167	3918					J-1502000-07 3-pc Transfer Fan	Roof

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.	✓			
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.	<input checked="" 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 # 3918

Fans motors are  
locked up. Checked  
and confirmed power  
switch on and motors  
are ceased up.

CM Needed