

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**KITCHEN RANGE HOOD**

ACTIVITY AND BLDG #: VA099-01

MECHANIC  
SIGNATURE: *Tm C*

DATE: *6/13/19*

LOCATION:

START TIME: *10AM*

FINISH TIME: *11AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	8903	1425	<i>Green hawk</i>		Q-180-15-6	13077221 1212	J-1502000-07 1-pc Kitchen Exhaust Fan	<i>Kitchen</i>
VA099-01	8903	1426	<i>Green hawk</i>		CUE-085-D-X	13077223 1212	J-1502000-07 2-pc Kitchen Exhaust Fan	<i>Kitchen</i>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Remove filters, scrape and wash plenum walls, filter frames and fire suppression equipment (not including the fusible links and trigger mechanisms).				
2	Scrape and/or brush the interior surfaces of all accessible horizontal and vertical ductwork.				
3	Wash all fan blades, interior and exterior of fan housing and drip pans (hot, high pressure wash when possible).				

4	Clean all louvers and dampers. If dampers must be moved to ensure complete cleaning, they will be marked and returned to their original position to prevent unbalancing the system.	<input checked="" type="checkbox"/>		cleaned filters
5	Replace filters to their original position	<input type="checkbox"/>		

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**

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