

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

**SITE AND BLDG #:** WV006-02

**MECHANIC**  
**SIGNATURE:** *Andy Bind*

**DATE:** 6-28-19

**LOCATION/RM #:**

**START TIME:** 11AM

**FINISH TIME:** 1PM

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description   | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|---|----------------|
| WV006-02      | 9179 | 3507    |      |              |              |          | J-1502000-07 1-pc Exhaust Fan                               | Roof           |
| WV006-02      | 9179 | 3577    |      |              |              |          | J-1502000-07 1-pc Exhaust Fan EF-15                         |                |
| WV006-02      | 9179 | 3585    |      |              |              |          | J-1502000-07 1-pc Exhaust Fan EF-2                          |                |
| WV006-02      | 9179 | 3589    |      |              |              |          | J-1502000-07 1-pc Exhaust Fan EF-20                         |                |
| WV006-02      | 9179 | 3704    |      |              |              |          | J-1502000-07 1-pc Exhaust Fan, Wall Mtd - Battery Room Hood |                |
| WV006-02      | 9179 | 3760    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-1                  |                |
| WV006-02      | 9179 | 3762    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-10                 |                |
| WV006-02      | 9179 | 3776    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-14                 |                |
| WV006-02      | 9179 | 3792    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-3                  |                |
| WV006-02      | 9179 | 3794    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-4                  |                |
| WV006-02      | 9179 | 3799    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-5                  |                |
| WV006-02      | 9179 | 3800    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-6                  |                |
| WV006-02      | 9179 | 3806    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-7                  |                |
| WV006-02      | 9179 | 3809    |      |              |              |          | J-1502000-07 1-pc Rooftop Exhaust Fan EF-8                  |                |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. | <input checked="" type="checkbox"/> |  |  |
| 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 EACH 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"/> |  |  |

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:**



Failed fan motor.  
parts rm  
cm needed