

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

SITE AND BLDG #:

WV009-01

MECHANIC  
SIGNATURE:*Ronald A. Bark*

DATE: Dec 4, 2023

LOCATION/RM #:

WO# 14450 ASSET # See Notes

START TIME:

FINISH TIME:

| CHECK POINT                    | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)  |  |
|--------------------------------|---|---------------|----|--|--|
|                                |   | YES           | NO | SPECIAL INSTRUCTIONS   |  |
| <b>TO BE PERFORMED AT EACH</b> |   |               |    |  |  |
| 1                              | Clean unit, especially fan blades.  | ●             |    | <br> | <br> |
| 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. | ●             |    | <br> | <br> |
| 3                              | Perform required lubrication and remove old or excess lubricant.  | ●             |    |  |  |
| 4                              | Clean motor with vacuum or low pressure dry air (less than 40 psig). 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.  | ●             |    |  |  |

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: Covers asset's 3474 3591 3865 3922