

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS


SITE AND BLDG #: WV010-01

MECHANIC

SIGNATURE: James R Groft JrDATE: 12/26/2025LOCATION/RM #: _____ WO# 20711 ASSET # 9197

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	X		Unit was operating during heating season incorrectly and was manually shut down pending further investigation of thermostat control	
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Clean unit, especially fan blades.	X			
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.	X			
3	Perform required lubrication and remove old or excess lubricant.		X		n/a
4	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	X			
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	X			
6	Start unit and check for vibration and noise.	X			
7	Remove all trash and debris.	X			

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: