

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: WV014-01

MECHANIC
SIGNATURE:

DATE: Jun 12, 2023

LOCATION/RM #: WO# 12948 ASSET # See Notes

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.	●		kitchen	drill hall
TO BE PERFORMED AT EACH INSPECT					
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 psig). Check for obstructions in motor cooling and air flow.	●		bathrooms	
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: Assets 3475 3907 3942. The kitchen units are no longer in use. Both drill hall units are burnt up and need replaced. Each bathroom has its own direct drive exhaust in the ceiling.