

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **EXHAUST FANS**

SITE AND BLDG #: WV020-01

**MECHANIC
SIGNATURE:**

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--|----------------|
| WV020-01 | 9159 | 3882 | | | | | J-1502000-07 2-pc Exhaust Fan | |
| WV020-01 | 9159 | 3910 | | | | | J-1502000-07 3-pc Bathroom Exhaust Fan | |

| CHECK POINT | CHECKPOINT DESCRIPTION | TASK COMPLETE | | NOTES/ ACTIONS (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. | X | | |
| 2 | Schedule shutdown with operating personnel, as needed. | X | | |
| 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. | X | | |
| 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 | | |
| 4 | Clean motor with vacuum or low pressure dry air (less than 40 psi). 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 description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**

