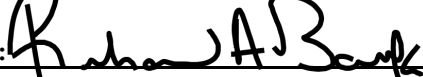





## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EXHAUST FANS

SITE AND BLDG #: WV022-01MECHANIC SIGNATURE:  DATE: Dec 12, 2023LOCATION/RM #: WO# 14466 ASSET # G065

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               |   |               |    |   |   |
| 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.               | ●             |    |  |  |
| TO BE PERFORMED AT EACH INSPECTION |   |               |    |   |   |
| 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.  | ●             |    |   |  |
| 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:**