






PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EXHAUST FANS

SITE AND BLDG #: WV022-02 3878 MECHANIC SIGNATURE: *R. A. Bank* DATE: Dec 12, 2023
 LOCATION/RM #: WO#14467 ASSET #: 3908 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.	●				
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.	●				
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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: