

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EXHAUST FANS

SITE AND BLDG #: WV029-02

MECHANIC SIGNATURE: *Ruhaw A Bawa* DATE: Jun 22, 2023

LOCATION/RM #: WO# 12984 ASSET # 3909

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 INSPEC |                                                                                                                                                                           |               |    |                                                                                     |                                                                                     |
| 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:**