

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: WV031-02

**MECHANIC
SIGNATURE:**

DATE: 6-17-11

LOCATION/RM #:

START TIME: 11:00

FINISH TIME: 12:00

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV031-02	9107	3502					J-1502000-07 1-pc Exhaust Fan	
WV031-02	9107	3864					J-1502000-07 1-pc Transfer 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	<i>See Note</i>
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.			
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Clean unit, especially fan blades.		X	<i>See Note</i>
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	<i>See Note</i>
3	Perform required lubrication and remove old or excess lubricant.		X	<i>See Note</i>
4	Clean motor with vacuum or low pressure dry air (less than 40 psi). Check for obstructions in motor cooling and air flow.		X	<i>See Note</i>

5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.		X	Srv Note
6	Start unit and check for vibration and noise.		X	Srv Note
7	Remove all trash and debris.		2	Serv Note

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:**

Notr: Unable to access exhaust fan due to metal roof pitch and location of fan on the edge of the roof. Unit is not operating thru Trans control system at this time.