

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

MECHANIC
SIGNATURE



DATE: 6-10-2024

SITE AND BLDG #: WV035

LOCATION/RM #: WO# 15775 ASSET # 3506,3912 START TIME: 800 FINISH TIME: 330

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 INSPECTION SERVICE				
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:

Asset-3506 -Found the motor has burnt winding for this exhaust fan which takes care of the mens bath/locker room, and the motor or the entire exhaust fan will need to be replaced before the fan will function. Will send quote info to Reg. NOTE: Asset 3912 on this WO is in fine working order.

