

## FINISH TIME:

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

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# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

~EXHAUST FANS

SITE AND BLDG #:

py 116-01

MECHANIC SIGNATURE:

DATE:

LOCATION/RM #:

WO# 6308 ASSET # 10244

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	SPECIFICATIONS	TASK COMPLETION		NOTES/ ACTIONS (IF TASK COMPLETION IS CHECKED, NO. PROVIDE EXPLANATION)
			YES	NO	
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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Clean unit, especially fan blades.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	yes
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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	ok
3	Perform required lubrication and remove old or excess lubricant.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	clean & lubricated
4	Clean motor with vacuum or low pressure dry air (less than 40 PSI). Check for obstructions in motor cooling and air flow.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	clean & u/sing
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Start unit and check for vibration and noise.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Remove all trash and debris.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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:

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST UNIT HEATER, HOT WATER

SITE AND BLDG #: 4416-01 MECHANIC SIGNATURE: [Signature] DATE: 12/13/15  
LOCATION/RM #: WO#6326 ASSET # 10665 START TIME:        FINISH TIME:       

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check valve for full stroke operation in both directions, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REPLACE ON FIRE
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Q) 10X20X1
3	Clean the coil with vacuum cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Comb the fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Clean all fans and motors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CLEAN MOTOR & HOUSING
6	Check operation of controls and safeties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIRECT DRIVE

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To be performed by: General Maintenance Worker  
Additional Notes: