

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: NY116-01 MECHANIC
LOCATION/RM #: Roof SIGNATURE: D. M. Barnes DATE: 12/13/2015
WO# 6102 START TIME: 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

exceeding \$250 open a corrective Maintenance (CM) ticket.

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

~EXHAUST FANS

SITE AND BLDG #: 24416-01 **LOCATION/RM #:** WO# 6208 **ASSET #:** 10244

SIGNATURE: K. Harten **DATE:** 12/13/19

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	PASSED		NOTES/ACTIONS
		TESTED	VERIFIED	
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 checked="" type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
4	Clean unit, especially fan blades.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>yes</i>
5	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 checked="" type="checkbox"/>	<i>OK</i>
6	Perform required lubrication and remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>grease motor</i>
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Clean housing</i>
8	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 checked="" type="checkbox"/>	
9	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Remove all trash and debris.	<input checked="" type="checkbox"/>	<input checked="" 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 #: WY16-01 **MECHANIC SIGNATURE:** M. Hansen **DATE:** 12/13/13
LOCATION/RM #: WO#636 **ASSET #:** 10669 **START TIME:** **FINISH TIME:**

CHECKPOINT POINT	CHECKPOINT DESCRIPTION	SPECIFICATION		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROBLEMS/EXPLANATION)
		TYPE	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.	✓		
2	Schedule shutdown with operating personnel.	✓		
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.	✓		
1	Check valve for full stroke operation in both directions, if applicable.	✓		REPLACED OR REPAIRS ON EXTERIOR
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	✓		✓ 10X20X1
3	Clean the coil with vacuum cleaner.	✓		
4	Comb the fins as needed.	✓		
5	Clean all fans and motors.	✓		CLEAN FANS IN HOUSING
6	Check operation of controls and safeties.	✓		
7	Lubricate as required.	✓		
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	✓		DIRECT DRIVE

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To be performed by: General Maintenance Worker

Additional Notes: