

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EXHAUST FANS

SITE AND BLDG #: NY050

LOCATION/RM #: TOP WO# _____ ASSET # _____

MECHANIC
SIGNATURE: [Signature]

DATE: 6/19/19

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE 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.	☒	☐	
2	Schedule shutdown with operating personnel, as needed.	☒	☐	
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.	☒	☐	
4	Clean unit, especially fan blades.	☒	☐	LUBRICATE BEARINGS
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.	☒	☐	CLEAN HOUSING
6	Perform required lubrication and remove old or excess lubricant.	☒	☐	
7	Clean motor with vacuum or low pressure dry air (less than 40 psig). Check for obstructions in motor cooling and air flow.	☒	☐	
8	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	☒	☐	
9	Start unit and check for vibration and noise.	☒	☐	
10	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:

U-04 - ASSET #

3758 - PM-AW-9953 - DIRECT DRIVE

3759 - PM-AW-9954 - DIRECT DRIVE

3760 - PM-AW-9955 - REPLACE VIB BELT 4L200

3909 - PM-SA-10016 - BELT OK

3874 - PM-QT-10030 - OK

3761 - PM-AW-9956 - OK