

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

**EXHAUST FANS**

## EXHAUST FANS

SITE AND BLDG #: N 4716

MECHANIC  
SIGNATURE: John Doe DATE: 6/28/19

LOCATION/RM #: 100-1 WO

ASSET # WO#

START TIME

## FINISH TIME

POINT	DESCRIPTION	RECOMMENDED ACTION	NOTES/EXPLANATION
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.	✓	
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.	✓	REPLACE BELT 46310
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.	✓	Yes
5	Check structural members, vibration eliminators, and flexible connections. Check fan housing to ensure there is no damage and the housing is tight.	✓	LUBRICATE MOTOR & BELT BUSHINGS
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: ASSG 4 - W.C. 4  
Rook-229, Pm - AU - 10662 - 3723 - Bass 4L 310 - rep use  
Pm - AU - 10663 - 3724 - DIRECT DRIVE