

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EXHAUST FANS

SITE AND BLDG #: *KY02 Y-358*

MECHANIC: *M. Conner*

DATE: *3/2/200*

LOCATION/RM #: *WO# 7423 ASSET # 5818*

START TIME: _____

FINISH TIME: _____

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO PROVIDED 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"/>	
10 MIN PERIOD MAINTENANCE SERVICE				
1	Clean unit, especially fan blades.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>CLEAN MOTOR &</i>
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"/>	<i>HOSE</i>
3	Perform required lubrication and remove old or excess lubricant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	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 type="checkbox"/>	
5	Check structural members, vibration eliminators, and flexible connections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check fan housing to ensure there is no damage and the housing is tight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Start unit and check for vibration and noise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	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: