

Fans PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel. If such personnel are not available, the actions recommended here should not be initiated. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
FAN-001	System Use/Sequencing	Turn off/sequence unnecessary equipment	Daily	X					
FAN-002	Overall Visual Inspection	Complete overall visual inspection to be sure all equipment is operating properly and safety systems are in place.	Daily	X					
FAN-003	Belts	Inspect belts for proper tension, alignment, and wear (if belts are replaced, record belt type and replacement date on unit)	Monthly			X			
FAN-004	Filters	Check for gaps, clean or replace when dirty or as recommended.	Monthly			X			
FAN-005	Cleaning	Clean entire unit, motor and fan assembly as recommended.	Monthly			X			
FAN-006			Monthly			X			
FAN-007	<b>view additional <u>PM Checklists -</u></b>		Monthly			X			
FAN-008	<b><u>Preventive Maintenance for Major</u></b>		Monthly			X			
FAN-009	<b><u>Equipment, HVAC, and Building</u></b>		Monthly			X			
FAN-010	<b><u>Maintenance</u> on our website.</b>		Monthly			X			
FAN-011			Monthly			X			
FAN-012			Monthly			X			
FAN-013			Annually						X
FAN-014			Annually						X
FAN-015			Annually						X
FAN-016			Annually						X
FAN-017			Annually						X
FAN-018			Annually						X
FAN-019			Annually						X
FAN-020			Annually						X
FAN-021			Annually						X

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