

	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
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	Author: Robert Willis	Job Specific	

**Safety:** All safety glasses and appropriate safety apparel is to be worn at all times while performing any maintenance within the facility. Make sure that the Omni Lift is locked out.

**Purpose or Objective:** The purpose of this procedure is to define the process required by maintenance to maintain the Omni Lift in the main facility

**Procedure:** The proper procedure to be followed by maintenance in maintaining the Omni Lift is as follows:

*Every Thursday shut down do the following;*

*Dig the salt out of the bottom of the Omni Belt; this will avoid excessive water getting into the bottom bearings.*

*Check Belt tension. Belt tension should be no greater then 1 ½" when pressing against the belt*

*Upper level of Omni Lift will be checked for belt breakdown and screens checked for any foreign material from Omni Lift.*

*Belt will be checked for wear. The belt is ineffective if the fingers are worn to less than ¾" in height.*

*Also check the side flanges; should be no less than ¾". The side flanges will crack or miss some portion , this is normal.*

*Check out the run off switch to make sure that the belt stay centered.*

*Check and lubricate all bearings and idler, grease and lubricate if necessary. Make sure that they are not over lubricated. Wipe excess grease so no lubricant can get in touch with the product.*

*Once a month check;*

*Gear oil level in reducer will be checked per manufacturer's literature.*

*Check drive equipment; remove the belt guard cover and inspect V-belt tension and adjust as necessary. Replace V-belts or sheaves if worn excessively.*



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**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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