Exhaust Fan Preventative Maintenance

# References

## Authorization

## Training/Certification

## Equipment/Information

## Policies

## Related Procedures

# Security Considerations

|  |  |  |
| --- | --- | --- |
| cm informatioin | | |
| Site/Pod: | CM#: | |
| Technician: | Date: | |
| Start time: | End time: | |
| equipment Information | | |
| Manufacturer: | | Model #: |
| Serial #: | Assed ID: | |

# Procedure

1. Open the fan’s power circuit breaker at the electrical panel and install lockout/tagout device.
2. Ensure fan blades are clean and balanced.
3. Ensure motor mounting hardware is secure.
4. Lubricate fan motor bearings if applicable per manufacturer’s recommendation.
5. Lubricate and adjust associated damper linkages as required.
6. Remove lockout/tagout and close the fan’s power circuit breaker at the electrical panel.
7. Check fan motor for proper operation.

Corrective actions recommended or taken:

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## Document Properties

|  |  |
| --- | --- |
| **Property** | **Value** |
| Site Code | DCA |
| Filename | dca\_dceo\_pm\_exhaust-fan |
| Title | Exhaust Fan Preventative Maintenance |
| Version number/Date version published | Draft |
| Doc Type | PM |
| Zone | Region |
| Technical Owner | swilleye@ |
| Technical Writer | beelliot@ |
| Affected Equipment | Exhaust fan |
| Sensitivity rating | Amazon Confidential |
| Origin | Commercial version |
| URL | TBD |
| Physical location | TBD |
| Audience | EOT |
| Renewal date | 1.1.15 |

## Status

|  |  |  |
| --- | --- | --- |
| **Status** | **Date mm/dd/yy** | **Approver/Reviewer Name** |
| Original filed | 1/1/14 | NA |
| Writer sent to SME for review | 1/1/14 | NA |
| SME sent to Writer | 1/1/14 | NA |
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| Writer copy edited |  | NA |
| Site Manager approved |  |  |
| Regional Manager approved |  |  |
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