

Maintenance Task Description					
Frequency	Skill Level	Time Hours	Special Tools	Parts	Specific Safety Instructions
*	**	***	Req'd		
Lubricate fan shaft bearings	A	0.25	None	None	1,2,3,5,6,7
Lubricate fan motor if furnished with greasable bearings	A	0.25	None	None	1,2,3,5,6,7
Check fan belts and tighten. Replace belt if worn.	A	0.25	None	None	1,2,3,5,6,7
Check operation of dampers with fan operation.	A	0.25	None	None	----
Lubricate damper linkage if recommended by damper mfg'r.	A	0.25	None	None	----
Inspect and clean fan wheels and shafts if dirty.	A	0.25	None	None	1,2,3,5,6,7

** Skill Level Legend

O	Unskilled Laborer
A	Apprentice Mechanic
J	Journeyman Mechanic
M	Master Mechanic
FT	Factory Trained Tech.

*** The time indicated is for the required to service one unit

* Frequency Legend

D	Daily
W	Weekly
M	Monthly
Q	Quarterly
SA	Semi-Annually
A	Annually

Safety instructions to observe when working with this equipment are as follows:

- 1 Warning:** When working on fan motors, provide a lockout device, a lock out tag and a tagout device on the electrical breaker or on the motor disconnect switch. See sheet PART I - Page 5-9 & 5-10 for panel, breaker and/or disconnect switch. The devices shall be in full compliance with Appendix 1i-13.
- 2 Warning:** Disconnect control power circuit when working on fan unit motor.
- 3 Warning:** Insure the fan motor is properly electrically grounded before performing any service on that motor.
- 4 Warning:** Use only grounded or insulated (UL approved) electrical equipment.
- 5 Caution:** In addition of the normal dangers of rotating machinery, fans present an additional hazard in their ability to suck in not only air, but loose material as well. Solid objects can pass through the fan and be discharged by the fan impeller as potentially dangerous projectiles, therefore screen duct opening from fan outlets where possible.
- 6 Caution:** When performing any type of work around rotating machinery, keep extremities, long hair and loose clothing away from all rotating machinery.
- 7 Caution:** Do not lubricate or adjust machinery in operation. If such services must be performed on operating machinery, station a second person at the stop-start switch.
- 8 Caution:** When replacing motors or heavy items, be aware of correct lifting techniques and use material hoists and power equipment where needed.