

Daily PM Checklist

Date: _____

Air Compressors

Mon	Tues	Wed	Thurs	Fri	PM Task	Comments
					Oil Level (half up on sight glass)	
					Temperature below 200 F	
					Drain Moisture (bottom & side)	
					No oil leaks present	
					Oil drip bucket not full	
					Air dryer running	
					Air dryer condensate bucket not full	

Dry Air Compressor

Mon	Tues	Wed	Thurs	Fri	PM Task	Comments
					Check oil level	
					Empty Condensate from dryer	
					Color of desicant good (change if pink)	

Boiler

Mon	Tues	Wed	Thurs	Fri	PM Task	Comments
					Blow down boiler (10 sec.)	
					Blow down water column	
					Blow down sight glass	
					Condensate tank 1/2 to full	

Ovens

Mon	Tues	Wed	Thurs	Fri	PM Task	Comments
					Check that all indicator lights are on	
					Listen for any unusual sounds	

General

Mon	Tues	Wed	Thurs	Fri	PM Task	Comments
					Check operation of water chiller	
					Log gas meter reading	
					Open all exit doors in West building	
					Open all exit doors in East building	

Monday Checklist

Pass	PM Task	Comments
	Compressor runtime Hours on Compressor #	
	Conveyor oven oiler reservoirs full	
	Check oil level in machine shop vacuum pump	
	Check oil level in batch mixing area vacuum pump	
	Check oil level on all hydraulic Presses (check for leaks also)	

Monthly Checklist (Done on first day of month)

Pass	PM Task	Comments
	Blow dust from condensing coils on air compressor dryer	
	Change air filter in water chiller	

Main Boiler PM Checklist

Machine Code: MBO1

Date: _____

Monthly

Pass	PM Task	Comments
	Drain Boiler (Let boiler cool overnight)	
	Check operation of low water, burner cut-off relay	
	Open upper hand hole covers and inspect for scale	
	Open lower hand hole covers and remove any sludge	
	Replace all hand holes with new gaskets	
	Open return water tank and check float switch	
	Add boiler chemical	
	Fill boiler from return tank	
	Wipe dust off of burner blower motor	
	Cycle boiler and check operation	
	Check flame for proper size / color	
	Check operation of safety valve	
	See if boiler down signal received by Home Guard	

Semi-Annually (June & December)

Pass	PM Task	Comments
	Remove and clean 4 water level electrodes	
	Remove and clean inside of water column	
	Remove and clean sight glass	
	Inspect bottom of feed water tank for sludge	
	Remove and clean feed water strainer	
	Inspect feed water pipes to boiler	
	Check fuel safety shut-off valves for leakage	
	Clean blades of burner blower	
	Blow out burner air flow switch tubes	
	Check operation of burner blower air flow switch	
	Remove and clean UV flame scanner	
	Inspect ignition rod (clean & re-gap if necessary)	
	Test over pressure shut-off	
	Perform pilot turndown test	
	Perform flame failure test	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Gas Oven #1 PM Checklist

Machine Code: GOV1

Date: _____

Monthly

Pass	PM Task	Comments
	Inspect recirc. V-Belts for wear & adjust tension	
	Tighten recirc. shaft bearing bolts and set screws	
	Tighten recirculating blower sheave set screws	
	Grease recirc. shaft bearings	
	Tighten recirculating blower motor mounting	
	Inspect exhaust V-Belts for wear & adjust tension	
	Tighten exhaust shaft bearing bolts and set screws	
	Tighten exhaust blower sheave set screws	
	Grease exhaust shaft bearings	
	Tighten exhaust blower motor mounting	
	Wipe dust off of all motors	
	Oil door latches and hinges	
	Check latch tension (adjust if necessary)	
	Check door gaskets for wear (replace if necessary)	
	Check flame current (must be > 2 microamps)	Flame current Microamps
	Check flame for proper size / color	

Semi-Annually

Pass	PM Task	Comments
	Grease recirculation blower motor	
	Check fuel safety shut-off valves for leakage	
	Inspect ignitor (clean & re-gap if necessary)	
	Inspect and clean flame rod	
	Check purge timer operation and setting	
	Blow out exhaust air flow switch tubes	
	Blow out recirculating air flow switch tubes	
	Check adjustment of exhaust air flow switch	
	Check adjustment of recirculating air flow switch	
	Test gas high/low pressure switches	
	Test oven over temperature shut-off	
	Perform pilot turndown test	
	Perform flame failure test	
	Clean all relay contacts	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Gas Oven #2 PM Checklist

Machine Code: GOV2

Date: _____

Monthly

Pass	PM Task	Comments	
	Inspect recirc. V-Belts for wear & adjust tension		
	Tighten recirc. shaft bearing bolts and set screws		
	Tighten recirculating blower sheave set screws		
	Grease recirculating blower shaft bearings		
	Tighten recirculating blower motor mounting		
	Wipe dust off of motor		
	Oil door latches and hinges		
	Check latch tension (adjust if necessary)		
	Check door gaskets for wear (replace if necessary)		
	Check flame current (must be > 2 microamps)	Flame current	Microamps
	Check flame for proper size / color		

Semi-Annually

Pass	PM Task	Comments	
	Grease recirculation blower motor		
	Check fuel safety shut-off valves for leakage		
	Inspect ignitor (clean & re-gap if necessary)		
	Remove and clean UV flame scanner		
	Check purge timer operation and setting		
	Blow out recirculating air flow switch tubes		
	Check adjustment of recirculating air flow switch		
	Test gas high/low pressure switches		
	Test oven over temperature shut-off		
	Perform pilot turndown test		
	Perform flame failure test		
	Clean all relay contacts		
	Tighten all electrical connections		
	Blow dust from electrical enclosure		

Gas Oven #3 PM Checklist

Machine Code: GOV3

Date: _____

Monthly

Pass	PM Task	Comments
	Inspect recirc. V-Belts for wear & adjust tension	
	Tighten recirc. shaft bearing bolts and set screws	
	Tighten recirculating blower sheave set screws	
	Tighten recirculating blower motor mounting	
	Grease recirculating blower shaft bearings	
	Inspect exhaust V-Belts for wear & adjust tension	
	Tighten exhaust shaft bearing bolts and set screws	
	Tighten exhaust blower sheave set screws	
	Tighten exhaust blower motor mounting	
	Grease exhaust blower shaft bearings	
	Tighten combustion blower motor mounting	
	Wipe dust off of all motors	
	Oil door latches and hinges	
	Check latch tension (adjust if necessary)	
	Check door gaskets for wear (replace if necessary)	
	Check flame current (must be > 2 microamps)	Flame current Microamps
	Check flame for proper size / color	

Semi-Annually

Pass	PM Task	Comments
	Grease recirculation blower motor	
	Check fuel safety shut-off valves for leakage	
	Inspect ignitor (clean & re-gap if necessary)	
	Inspect and clean flame rod	
	Check purge timer operation and setting	
	Blow out recirculating air flow switch tubes	
	Check adjustment of recirculating air flow switch	
	Blow out exhaust air flow switch tubes	
	Check adjustment of exhaust air flow switch	
	Blow out combustion air flow switch tubes	
	Check adjustment of combustion air flow switch	
	Test gas high/low pressure switches	
	Test over temperature shut-off for combustion chamber	
	Test over temperature shut-off for main oven	
	Perform pilot turndown test	
	Perform flame failure test	
	Clean all relay contacts	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Gas Oven #4 PM Checklist

Machine Code: GOV4

Date: _____

Monthly

Pass	PM Task	Comments
	Inspect V-Belts for wear & adjust tension	
	Tighten blower shaft bearing bolts and set screws	
	Tighten sheave set screws	
	Grease recirculating blower shaft bearings	
	Tighten recirculating blower motor mounting	
	Tighten exhaust blower motor mounting	
	Wipe dust off of all motors	
	Oil door latches and hinges	
	Check latch tension (adjust if necessary)	
	Check door gaskets for wear (replace if necessary)	
	Check flame current (must be > 2 microamps)	Flame current Microamps
	Check flame for proper size / color	

Semi-Annually

Pass	PM Task	Comments
	Grease recirculation blower motor	
	Check fuel safety shut-off valves for leakage	
	Inspect ignitor (clean & re-gap if necessary)	
	Remove and clean UV flame scanner	
	Check purge timer operation and setting	
	Blow out exhaust air flow switch tubes	
	Blow out recirculating air flow switch tubes	
	Check adjustment of exhaust air flow switch	
	Check adjustment of recirculating air flow switch	
	Test gas high/low pressure switches	
	Test over temp. shut-off for combustion chamber	
	Test over temp. shut-off for main oven	
	Perform pilot turndown test	
	Perform flame failure test	
	Clean all relay contacts	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Gas Oven #5 PM Checklist

Machine Code: GOV5

Date: _____

Monthly

Pass	PM Task	Comments
	Inspect V-Belts for wear & adjust tension	
	Tighten blower shaft bearing bolts and set screws	
	Tighten sheave set screws	
	Grease recirculating blower shaft bearings	
	Tighten recirculating blower motor mounting	
	Tighten combustion blower motor mounting	
	Tighten exhaust blower motor mounting	
	Wipe dust off of all motors	
	Oil door latches and hinges	
	Check latch tension (adjust if necessary)	
	Check door gaskets for wear (replace if necessary)	
	Check flame current (must be > 2 microamps)	Flame current Microamps
	Check flame for proper size / color	

Semi-Annually

Pass	PM Task	Comments
	Grease recirculation blower motor	
	Check fuel safety shut-off valves for leakage	
	Inspect ignitor (clean & re-gap if necessary)	
	Inspect and clean flame rod	
	Check purge timer operation and setting	
	Blow out exhaust air flow switch tubes	
	Blow out recirculating air flow switch tubes	
	Blow out combustion air flow switch tubes	
	Check adjustment of exhaust air flow switch	
	Check adjustment of recirculating air flow switch	
	Check adjustment of combustion air flow switch	
	Test gas high/low pressure switches	
	Test over temp. shut-off for combustion chamber	
	Test over temp. shut-off for main oven	
	Perform pilot turndown test	
	Perform flame failure test	
	Clean all relay contacts	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Roller Conveyor Oven #1 PM Checklist

Machine Code: RCV1

Date: _____

Monthly

Pass	PM Task	Comments
	Inspect recirc. V-Belts for wear & adjust tension	
	Tighten recirc. shaft bearing bolts and set screws	
	Tighten recirculating blower sheave set screws	
	Tighten recirculating blower motor mounting	
	Grease recirculating blower shaft bearings	
	Inspect exhaust V-Belts for wear & adjust tension	
	Tighten exhaust shaft bearing bolts and set screws	
	Tighten exhaust blower sheave set screws	
	Tighten exhaust blower motor mounting	
	Grease exhaust blower shaft bearings	
	Tighten combustion blower motor mounting	
	Wipe dust off of all motors	
	Oil door rollers (use Sentinal high temp oil)	
	Check flame current (must be > 2 microamps)	Flame current Microamps,
	Check flame for proper size / color	

Semi-Annually

Pass	PM Task	Comments
	Grease recirculation blower motor	
	Check fuel safety shut-off valves for leakage	
	Inspect ignitor (clean & re-gap if necessary)	
	Inspect and clean flame rod	
	Check purge timer operation and setting	
	Blow out recirculating air flow switch tubes	
	Check adjustment of recirculating air flow switch	
	Blow out exhaust air flow switch tubes	
	Check adjustment of exhaust air flow switch	
	Blow out combustion air flow switch tubes	
	Check adjustment of combustion air flow switch	
	Test gas high/low pressure switches	
	Test over temperature shut-off	
	Perform pilot turndown test	
	Perform flame failure test	
	Clean all relay contacts	
	Tighten all electrical connections	
	Blow dust from electrical enclosure	

Air Compressor PM Checklist

Machine Code: COM1 COM2

Date: _____

1000 Hours Runtime

Pass	PM Task	Comments
	Inspect hoses for wear	
	Inspect for oil leaks	
	Change oil	
	Change oil filter	
	Lubricate control linkage	
	Change air filter	
	Blow dust from oil coolant radiator	
	Blow dust from inside of cabinet	
	Wipe dust off of motor	
	Grease motor	
	Tighten all electrical connections	
	Log compressor runtime	Hours

Building Maintenance Checklist

Machine Code: BLD1 BLD2

Date: _____

Winter

Pass	PM Task	Comments
	Cover electric roof ventilators	
	Cover roof vents	
	Wrap wall fans in east building with plastic	
	Check outside lights on both buildings	
	Set timer for outside lights	
	Check humidifier operation in east office	
	Change furnace filters for east office (utility room)	
	Change furnace filters for east office (roof mounted)	
	Clean furnace filter for west office (roof mounted)	
	Remove filters from air make-up unit #1	
	Check weather stripping on all outside doors	

Spring

Pass	PM Task	Comments
	Uncover electric roof ventilators	
	Uncover roof vents	
	Remove plastic from wall fans in east building	
	Check outside lights on both buildings	
	Set timer for outside lights	
	Change air conditioner filters for east office	
	Clean air conditioner filter for west office	
	Replace air make-up unit #1 filters	
	Clean sump pit in east shipping dock	
	Clean sump pit in west shipping dock	
	Lubricate all overhead door drives and tracks	

Hydraulic Press PM Checklist

Machine Code: HYD1 HYD2 HYD3 HYD4

Date: _____

Monthly

Pass	PM Task	Comments
	Check stress rod nuts (tighten if necessary)	
	Grease stress rods	
	Check hoses for leaks and wear	
	Inspect condition of oil (Change if dark)	

Yearly

Pass	PM Task	Comments
	Clean / change oil suction filter	
	Grease pump motor	
	Wipe dust off of pumps, motor and hoses	
	Tighten all electrical connection	
	Clean all relay contacts	
	Blow dust from electrical panel	

Vapor Degreaser PM Checklist

Machine Code: VAD1

Date: _____

Quarterly

Pass	PM Task	Comments
	Check operation of high temperature shutoff	
	Check operation of vapor safety control	
	Wipe dust from transefer pump motor	

Yearly

Pass	PM Task	Comments
	Drain 1,1,1 solvent from degreaser (label drums properly)	
	Drain water separator (clean if necessary)	
	Remove cleanout door and remove all residue from bottom	
	Wipe down probes, sides and cooling coils	
	Replace cleanout door with new gasket	
	Fill with fresh solvent	
	Grease transfer pump motor	
	Clean exhaust blower	
	Grease exhaust blower motor	
	Tighten all electrical connections	
	Blow dust from electrical panel	

Grit Blaster PM Checklist

Machine Code: GBL1 GBL2

Date: _____

Semi-Annually

Pass	PM Task	Comments
	Inspect condition of glass	
	Inspect condition of dust collector bag	
	Inspect condition of hoses	
	Inspect condition of gloves	
	Wipe dust from exhaust blower motor	
	Oil door latches	
	Oil door hinges	

Glass Bead Blaster PM Checklist

Machine Code: GBB1

Date: _____

Semi-Annually

Pass	PM Task	Comments
	Inspect condition of glass	
	Inspect condition of hoses	
	Inspect condition of gloves	
	Wipe dust from exhaust blower motor	
	Oil door latches	
	Oil door hinges	