



Generic Exhaust Fan

PM Checklist

Monthly Tasks

- ☐ Inspect fan blades and housing for debris, corrosion, or damage.
- ☐ Check motor operation for unusual noise, vibration, or overheating.
- ☐ Clean fan blades and shroud to maintain airflow and balance.
- ☐ Inspect electrical connections for wear, corrosion, or loose terminals.
- ☐ Verify fan speed and airflow output against baseline performance.

Quarterly Tasks

- ☐ Clean and inspect grease traps or collection trays (especially in kitchen exhaust systems).
- ☐ Check belt tension and alignment (for belt-driven units); adjust or replace as needed.
- ☐ Inspect weatherproof seals and flashing around fan base for leaks or deterioration.
- ☐ Lubricate bearings and moving parts per manufacturer guidelines.
- ☐ Test backdraft damper operation to ensure proper airflow control.

Semi-Annual Tasks

- ☐ Review airflow and ventilation logs for performance anomalies.
- ☐ Clean rooftop area around fan to prevent debris accumulation and airflow obstruction.
- ☐ Inspect fan mounting hardware and brackets for rust or looseness.
- ☐ Check motor amperage draw and compare to rated specs.

Annual Tasks

- ☐ Schedule professional inspection and servicing of motor, bearings, and electrical system.
- ☐ Replace worn components: belts, bearings, gaskets, vibration isolators.
- ☐ Perform full safety and compliance audit (electrical, fire, ventilation).

☐ Inspect and certify fire suppression system (if connected to kitchen exhaust).

By following this checklist, you will ensure that your Exhaust Fan operates safely and efficiently, reducing downtime and extending its lifespan. For any questions or further assistance, please contact ProphetPrep support.