

**Combine Trading Enterprise Pte Ltd**  
 Blk 9012 Tampines Industrial Park A St.93 #01-181/183  
 Singapore 528845

**Preventive Maintenance Checklist**  
**(Exhaust/Fresh Air Fan)**

Job at : Institute of Technical Education  
 Location/Building : Dover Road  
 Technician Incharge : \_\_\_\_\_

Type of Service : Routine Servicing of Fans  
 Date of Maintenance : \_\_\_\_\_

Servicing Location														
Type														
Fan No.														
Check bearing														
Check motor alignment														
Check fan rotation														
Check belt tension														
Check motor vibration/ abnormal noise														
Lubricate bearings (if necessary)														
Check control panel eg. wire and connection														
Blue phase (amp)														
Yellow phase (amp)														
Red phase (amp)														

*Place a tick or record the readings in the space for items done*  
*Indicate with N.A for items not applicable*

Remarks : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_