



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 512  
VERSION: 1

## **SUBJECT: EXHAUST FANS**

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**POLICY:**

All exhaust fans will be serviced and checked on a regular basis as per, ASHRAE standards, manufactures specifications and the Preventative Maintenance Program.

**PURPOSE:**

To ensure the proper operation and maximum efficiency of all exhaust fans throughout the MACC.

**PROCEDURE:**

The technician will follow all procedures set forth in the manufactures specifications, ASHRAE standards and the Preventative Maintenance Program for each piece of equipment.

1. All exhaust fans will be checked and serviced on no less than a semiannual basis.
2. The refrigeration shop will maintain an inventory of replacement parts. This is necessary to expedite any repair to the equipment, should it fail.
3. Motors, parts and belts will be replaced on an “As Needed” basis.

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| Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS) |                              |
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