JES FOODS, INC

EQUIPMENT
BLENDER ROOM
RIBBON BLENDER (4050)

Status: ok  P.M. ID 25

Completed: 7/24/2013  Next Due: 8/23/2013
1 Time Per Month

Assigned To:  TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

PAINTED GUARD, LUBRICATED, REPLACED MOTOR FAN GUARD & WELDED HANDRAIL INTO CORRECT POSITION

Info:
FOLLOW LOCKOUT/TAGOUT SOP
BLENDER INSPECTION & LUBRICATION

Action:
1. REPLACE DRIVE CHAIN IF WORN & CORRECT ANY LOoseness
2. LUBRICATE CHAIN & BEARINGS WITH PROPER LUBRICANT
3. CHECK & TIGHTEN BEARING PACKINGS
4. REPAINT AREAS SHOWING RUST OR PEELING PAINT
5. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
6. ENSURE PROPERLY FUNCTIONING SAFETY SWITCHES

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

PM Cost:

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### BOILER ROOM

#### BOILER BLOWDOWN

1. **OBSERVE WATER LEVEL IN SIGHT GLASS**
2. **OPEN TOP BALL VALVE FOR 10-20 SECONDS**
3. **OPEN BOTTOM VALVE FOR 10-20 SECONDS**
4. **LUBRICATE ALL VALVE ASSEMBLIES & LEVER CONTROLS WHEN NECESSARY**
5. **OPEN & CLOSE VALVES TO ENSURE PROPER WORKING ORDER**
6. **CHECK PLUMBING FOR LEAKS**

#### Action

- **# People** × **Min Per Unit** = **Man Hours**
- **Next Due Reading:**
- **Completed Reading:**
- **Last Reading:**
- **Last Read Date:**
- **PM Cost:**

#### Completed By _________________________ Date _________ New Reading _____________

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**FULL TEST / BLOWDOWN**

**Info:** BOILER WATER TESTING

**Action:**
1. CONDUCT APPROPRIATE TESTS ON BOILER WATER
2. NOTIFY MAINTENANCE SUPERVISOR OR PLANT MANAGER OF ANY ABNORMAL FINDINGS

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<th># People</th>
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**Completed By _________________________ Date _________ New Reading _____________**

**Qty Used** | **Part # or Int #** | **Part Descriptions** | **If Low Qty To Order**
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BOTTOM VALVE NEEDS REPAIRED/REPLACED

Info: BOILER BLOWDOWN

Action:
1. OBSERVE WATER LEVEL IN SIGHT GLASS
2. OPEN TOP BALL VALVE FOR 10-20 SECONDS
3. OPEN BOTTOM VALVE FOR 10-20 SECONDS
4. LUBRICATE ALL VALVE ASSEMBLIES & LEVER CONTROLS WHEN NECESSARY
5. OPEN & CLOSE VALVES TO ENSURE PROPER WORKING ORDER
6. CHECK PLUMBING FOR LEAKS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:
1  x  5  0.08333  Completed Reading:  Last Read Date:

Completed By ___________________________ Date _________  New Reading _____________ PM Cost:

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**Info:** BOILER WATER TESTING

**Action:**
1. CONDUCT APPROPRIATE TESTS ON BOILER WATER
2. NOTIFY MAINTENANCE SUPERVISOR OR PLANT MANAGER OF ANY ABNORMAL FINDINGS

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JES FOODS, INC
EQUIPMENT
BOILER ROOM
WATER SOFTENER (8060)

Assigned To:  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day

Info:  
SALT LEVEL INSPECTION

Action:
1. REMOVE LID FROM BRINE TANK
2. ADD SALT AS NECESSARY
3. ORDER MORE SALT WHEN STORAGE AREA CONTAINS LESS THAN 4 BAGS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:  
1  X  5  0.08333  

Completed By ________________ Date _________ New Reading ____________

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PLLENTY OF SALT IN BRINE TANK

PM Cost:

PLENTY OF SALT IN BRINE TANK

2 Times A Month
### Equipment Details

**Location:** COMPRESSOR ROOM  
**Equipment:** GARDNER DENVER AIR COMPRESSOR (8025)

**Info:**  
FOLLOW LOCKOUT/TAGOUT SOP  
COMPRESSOR INSPECTION, CLEANING & LUBRICATION

**Action:**
1. REPLACE WORN OR FRAYING DRIVE BELTS  
2. BLOW OUT COOLING COIL WITH AN AIR HOSE  
3. ENSURE OIL EXISTS 1/2 WAY UP FILL PLUG PIPE

**Equipment PM ID:** 7

### Maintenance Log

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**Assigned To:**  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day

**Completed:**
- Title: MAINTENANCE ASSOCIATE  
- Assignee: Day Shift  
- # People: 1  
- Min Per Unit: 45  
- Man Hours: 0.75  
- Next Due Reading:  
- Completed Reading:  
- Last Reading:  
- Last Read Date: 8/24/2013  
- Completed By:  
- Date:  
- New Reading:  
- PM Cost: 2 Times A Month

**Equipment PM ID:** 7

**Status:** ok  
**P.M. ID:** 7  
**Completed:** 8/9/2013  
**Next Due:** 8/24/2013  
**2 Times A Month**

**Catalog:** JES FOODS, INC, Sorted by Catalog

**KeepTrak**
ALL PMS: Detail

JES FOODS, INC
EQUIPMENT
COMPRESSOR ROOM
GARDNER DENVER AIR COMPRESSOR (8025)

Assigned To: **JEFF DREES**
TitleCraft: **MAINTENANCE SUPERVISOR**
Shift: Day

**COMPRESSOR ROOM**
GARDNER DENVER AIR COMPRESSOR (8025)

**Info:**
FOLLOW LOCKOUT/TAGOUT SOP
COMPRESSOR SERVICING

**Action:**
1. CHANGE OIL, FILTER & AIR FILTERS

# People  Min Per Unit  = Man Hours  Next Due Reading:  Last Reading:
1        X       120          2  Completed Reading:  Last Read Date:

Completed By _________________________ Date ___________ New Reading ___________

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**Info:** AIR DRYER DRAINING

**Action:** 1. OPEN VALVE BENEATH AIR DRYER TO DRAIN WATER

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### Equipment:
**COMPRESSOR ROOM**
**ZURN AIR DRYER (8040)**

### Info:
**AIR DRYER DRAINING**

### Action:
1. **OPEN VALVE BENEATH AIR DRYER TO DRAIN WATER**

### Schedule:
- **Completed:** 8/14/2013
- **Next Due:** 8/15/2013
- **5 Times a Week**

### Assigned To:
- **TitleCraft:** MAINTENANCE ASSOCIATE
- **Shift:** Day

### Quantity Usage:

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**PM Cost:** 5 Times a Week

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**Catalog:** JES FOODS, INC, Sorted by Catalog

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**KeepTrak**
INSTALLED ADAPTORS FOR WATER SUPPLY LINE

Info:
HEAT EXCHANGER SERVICING
FOLLOW LOCKOUT/TAGOUT SOP

Action:
1. LUBRICATE PLATE CARRYING SURFACES, TIGHTENING SPLINDLE THREADS & INTERNAL PARTS OF RATCHET WRENCH LIGHTLY WITH APPROPRIATE LUBRICANT
2. INSPECT ALL GASKETS CAREFULLY & REPLACE WORN PARTS
3. ENSURE PLUMBING CONTAINS NO SIGNIFICANT LEAKS

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:
1        45 0.75  Completed Reading:

PM Cost:

Completed By _________________________ Date _________  New Reading _____________

If Low Qty To Order
HEAT SHRINK TUNNEL (2066)

FOLLOW LOCKOUT/TAOGOUT SOP
INSPECTION & LUBRICATION

1. LUBRICATE BEARINGS
2. INSPECT FOR WEAR & ADDRESS ANY ISSUES

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 x 10 0.16667 Completed Reading: Last Read Date: PM Cost:

Completed By ___________________________ Date __________ New Reading __________

If Low Qty To Order

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TitleCraft: MAINTENANCE ASSOCIATE
Shift: Day

NOT COMPLETED. HEAT SHRINK TUNNEL NOT CURRENTLY IN USE
# JES FOODS, INC

## SIMPLEX (5040)

### Equipment Information:
- **Completed:** 7/23/2013
- **Next Due:** 8/22/2013
- **Status:** ok
- **P.M. ID:** 173
- **Shift:** Day
- **Qty Used**
- **Part # or Int #**
- **Part Descriptions**
- **If Low Qty To Order**

### Info:
- FOLLOW LOCKOUT/TAGOUT SOP
- SIMPLEX INSPECTION & LUBRICATION

### Action:
1. REPLACE WORN BELTS, VARISPEED PULLEYS & ADJUSTMENT CAM & GUIDE
2. LUBRICATE CAM PLATE, ROLLER & ALL GREASE FITTING WITH APPROPRIATE LUBRICANT

### Calculation:
\[ \text{Man Hours} = \text{Min Per Unit} \times \frac{\text{Man Hours}}{\text{Min Per Unit}} \]

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<th># People</th>
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### Other Information:
- **TitleCraft:** MAINTENANCE ASSOCIATE
- **Completed By:** _________________________
- **Date:** ____________
- **New Reading:** ____________
- **PM Cost:** 1 Time Per Month

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**Catalog:** JES FOODS, INC, Sorted by Catalog

**KeepTrak**
NOT IN USE AT THIS TIME

INFO:

TURNTABLES INSPECTION & LUBRICATION

ACTION:

1. LUBRICATE ROLLERS, ADJUSTMENT SCREW & SLIDES WITH APPROPRIATE LUBRICANT
2. ENSURE DRIVE COUPLING IS LINKED CORRECTLY

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x  30  0.5  Completed Reading:  Last Read Date:

Completed By ___________________________ Date ___________ New Reading ___________

PM Cost:
**ALL PMS: Detail**

**JES FOODS, INC**  
**EQUIPMENT**  
**FILL ROOM**  
**VEMAG (2050)**

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Status: **ok**  
P.M. ID: **75**

Completed: **7/22/2013**  
Next Due: **1/20/2014**  
2 Times A Year

Assigned To:  
TitleCraft: **MAINTENANCE ASSOCIATE**  
Shift: Day

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**NOT COMPLETED. VEMAG NOT CURRENTLY IN USE**

**Info:**  
FOLLOW LOCKOUT/TAGOUT SOP  
VEMAG INSPECTION & LUBRICATION

**Action:**  
1. LUBRICATE ALL GREASE FITTINGS  
2. REPLACE ANY WORN BELTS  
3. ENSURE ARM CONTAINS PROPER AMOUNT OF HYDRAULIC OIL  
4. REMOVE ANY EXTRA GREASE

# People  
Min Per Unit = Man Hours  
Next Due Reading:  
Completed Reading:  
Last Read Date:  
PM Cost:

Completed By _________________________ Date __________ New Reading __________
JES FOODS, INC
EQUIPMENT
FILL ROOM
VEMAG (2050)

Assigned To: 
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day

Status: ok
P.M. ID 76
Completed: 7/22/2013
Next Due: 7/22/2014
1 Time Per Year

NOT COMPLETED. VEMAG NOT CURRENTLY IN USE

Info:
FOLLOW LOCKOUT/TAGOUT SOP
VEMAG LUBRICATION

Action:
1. REPLACE HYDRAULIC OIL IN ARM

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:
1  X  60  1

Completed By _________________________ Date _________ New Reading _____________

PM Cost:  

Catalog: JES FOODS, INC, Sorted by Catalog

Qty Used  Part # or Int #  Part Descriptions  If Low Qty To Order

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JES FOODS, INC
EQUIPMENT
KETTLE ROOM
BARREL DUMPER (3045)

Assigned To: 
TitleCraft: MAINTENANCE ASSOCIATE
Shift: Day

Completed: 8/6/2013
Next Due: 9/5/2013
1 Time Per Month

STRAIGHTENED & WELDED SHOOT

Info:
FOLLOW LOCKOUT/TAGOUT SOP
BARREL DUMPER INSPECTION & LUBRICATION

Action:
1. LUBRICATE ALL GREASE FITTINGS, BEARINGS & CHAIN WITH APPROPRIATE LUBRICANT
2. TIGHTEN LOOSE NUTS AND OTHER CONNECTORS
3. REPAIR ANY MALFUNCTIONING CASTERS
4. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X 15  0.25  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________

PM Cost: 

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ALL PMS: Detail

JES FOODS, INC
EQUIPMENT
KETTLE ROOM
BARREL LIFT (3040)

Status: Urgent
P.M. ID: 29
Completed: 5/21/2013
Next Due: 6/20/2013
1 Time Per Month

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
BARREL LIFT INSPECTION & LUBRICATION

Action:
1. REPAINT AREAS SHOWING RUST OR PEELING PAINT
2. REPLACE HOIST CHAIN IF SHOWING SIGNS OF WEAR
3. LUBRICATE CHAIN, WHEELS & BARREL CLAMP PIVETS WITH PROPER LUBRICANT
4. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
5. ENSURE TROLLEY & BARREL CLAMP CHAIN ARE OF GOOD CONDITION & FUNCTIONALITY

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________

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JES FOODS, INC
EQUIPMENT
KETTLE ROOM
KETTLE 1 (4010)

Assigned To: ____________________ Title: SANITATION ASSOCIATE

Status: ok P.M. ID: 165
Completed: 7/19/2013
Next Due: 10/18/2013
4 Times A Year

Info:
- FOLLOW LOCKOUT/TAGOUT SOP
- KETTLE INSPECTION
- A-4819 UHMW BEARING (TOP)
- A-4396 UHMW BEARING (BOTTOM)
- A-4458 BRONZE SHAFT BEARING (BOTTOM)
- A-4558 S/S BEARING PIN
- B-2639 NYLON SCRAPER BLADES

Action:
1. REPLACE TOP, BOTTOM & BRONZE SHAFT BEARINGS & BEARING PIN AS NECESSARY
2. INSPECT SCRAPER BLADES & REPLACE IF DAMAGED
3. REPORT ALL OBSERVATIONS TO QC OR MAINTENANCE

# People x Min Per Unit = Man Hours
Completed Reading: Completion: 
Last Reading: Last Read Date: 
Next Due Reading: PM Cost:

Completed By ______________________ Date _________ New Reading _____________

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JES FOODS, INC
EQUIPMENT
KETTLE ROOM
KETTLE 1 (4010)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE VALVE INSPECTION & LUBRICATION

Action:
1. DISASSEMBLE VALVE
2. REPLACE ANY DAMAGED OR WORN COMPONENTS
3. CLEAN, LUBRICATE & REASSEMBLE

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 X 45 0.75 Completed Reading: Last Read Date:

Completed By _________________________ Date _________ New Reading _____________ PM Cost:

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KETTLE ROOM
KETTLE 1 (4010)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE INSPECTION & LUBRICATION

Action:
1. ENSURE APPROPRIATE AMOUNT OF OIL IN GEAR BOXES
2. REPAIR ANY CRACKS IN LID
3. REPAINT AREAS WITH PAINT CHIPS AND/OR RUST ON MOTOR
4. REPAIR FAN IN MOTOR IF NECESSARY
5. ENSURE SHAFT IS SEALED TIGHTLY
6. REPAIR ANY STEAM LEAKS
7. LUBRICATE ALL GREASE FITTINGS

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:  PM Cost:
1  x  30  0.5  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________

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TIGHTENED BOLTS ON GEAR BOX TO STOP LEAKING OIL
KETTLE ROOM
KETTLE 2 (4015)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE INSPECTION
A-4819 UHMW BEARING (TOP)
A-4396 UHMW BEARING (BOTTOM)
A-4458 BRONZE SHAFT BEARING (BOTTOM)
A-4558 S/S BEARING PIN
B-2639 NYLON SCRAPER BLADES

Action:
1. REPLACE TOP, BOTTOM & BRONZE SHAFT BEARINGS & BEARING PIN AS NECESSARY
2. INSPECT SCRAPER BLADES & REPLACE IF DAMAGED
3. REPORT ALL OBSERVATIONS TO QC OR MAINTENANCE

# People  Min Per Unit  =  Man Hours
1  x  60  1

PM Cost: 4 Times A Year

Completed By _________________________ Date _________

New Reading _____________

Catalog: JES FOODS, INC, Sorted by Catalog
JES FOODS, INC
EQUIPMENT
KETTLE ROOM
KETTLE 2 (4015)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE

Info: FOLLOW LOCKOUT/TAGOUT SOP
KETTLE VALVE INSPECTION & LUBRICATION

Action:
1. DISASSEMBLE VALVE
2. REPLACE ANY DAMAGED COMPONENTS
3. CLEAN, LUBRICATE & REASSEMBLE

# People  Min Per Unit  =  Man Hours
1  x  45  0.75

Next Due Reading: Completed Reading: Last Reading:

Completed By _________________________ Date _________ New Reading _____________

PM Cost:

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JES FOODS, INC
EQUIPMENT
KETTLE ROOM
KETTLE 2 (4015)

Status: ok
P.M. ID 170

Completed: 8/9/2013
Next Due: 9/8/2013

1 Time Per Month

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE INSPECTION & LUBRICATION

Action:
1. ENSURE APPROPRIATE AMOUNT OF OIL IN GEAR BOXES
2. REPAIR ANY CRACKS IN LID
3. REPAINT AREAS WITH PAINT CHIPS AND/OR RUST ON MOTOR
4. REPAIR FAN IN MOTOR IF NECESSARY
5. ENSURE SHAFT IS SEALED TIGHTLY
6. REPAIR ANY STEAM LEAKS
7. LUBRICATE ALL GREASE FITTINGS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:
1  x  30  0.5  Completed Reading:  Last Read Date:  PM Cost:

Completed By _________________________ Date ____________ New Reading ______________

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STRAIGHTENED PADDLES

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE INSPECTION

A-4819 UHMW BEARING (TOP)
A-4396 UHMW BEARING (BOTTOM)
A-4458 BRONZE SHAFT BEARING (BOTTOM)
A-4558 S/S BEARING PIN
B-3354 UHMW STANDARD SCRAPER BLADES

Action:
1. REPLACE TOP, BOTTOM & BRONZE SHAFT BEARINGS & BEARING PIN AS NECESSARY
2. INSPECT SCRAPER BLADES & REPLACE IF DAMAGED
3. REPORT ALL OBSERVATIONS TO QC OR MAINTENANCE

# People Min Per Unit = Man Hours Next Due Reading: Completed Reading: Last Reading: Completed By ___________ Date _________ New Reading ___________
1 x 60 1

PM Cost: JES FOODS, INC
STRAIGHTENED PADDLES
4 Times A Year

P.M. ID 81
Completed: 8/12/2013
Next Due: 11/11/2013
4 Times A Year
REPLACED BOTTOM VALVE FITTINGS WITH BRASS FITTINGS

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- KETTLE VALVE INSPECTION & LUBRICATION

**Action:**
1. DISASSEMBLE VALVE
2. REPLACE ANY DAMAGED OR WORN COMPONENTS
3. CLEAN, LUBRICATE & REASSEMBLE

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**Completed By:** _________________________ **Date:** ___________ **New Reading:** ___________

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**Equipment:**
- JES FOODS, INC
- Sorted by Catalog

**Shift:** Day

**Assigned To:**
- TitleCraft: MAINTENANCE ASSOCIATE

**Status:** ok

**P.M. ID:** 82

**Completed:** 7/26/2013

**Next Due:** 10/25/2013

**4 Times A Year**

**Issue:** REPLACED BOTTOM VALVE FITTINGS WITH BRASS FITTINGS
REPAIRED BROKEN WELD ON LID

### Action:
1. Ensure appropriate amount of oil in gear boxes
2. Repair any cracks in lid
3. Repaint areas with paint chips and/or rust on motor
4. Repair fan in motor if necessary
5. Ensure shaft is sealed tightly
6. Repair any steam leaks
7. Lubricate all grease fittings

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**PM Cost:**

**PM ID:** 171

**Status:** ok

**Assigned To:**

**TitleCraft:** MAINTENANCE ASSOCIATE

**Shift:** Day

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**Qty Used** | **Part # or Int #** | **Part Descriptions** | **If Low Qty To Order**
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JES FOODS, INC
EQUIPMENT
KETTLE ROOM
KETTLE 4 (4025)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
KETTLE VALVE INSPECTION & LUBRICATION

Action:
1. DISASSEMBLE VALVE
2. REPLACE ANY DAMAGED OR WORN COMPONENTS
3. CLEAN, LUBRICATE & REASSEMBLE

Qty  Part # or Int #  Part Descriptions  If Low Qty To Order

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________ PM Cost:

Completed: 7/19/2013  Next Due: 10/18/2013  4 Times A Year

JES FOODS, INC
**STRaightened paddles**

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- KETTLE INSPECTION

**Action:**
1. REPLACE TOP, BOTTOM & BRONZE SHAFT BEARINGS & BEARING PIN AS NECESSARY
2. INSPECT SCRAPER BLADES & REPLACE IF DAMAGED
3. REPORT ALL OBSERVATIONS TO QC OR MAINTENANCE

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**Completed By:** _________________________  **Date:** ______  **New Reading:**

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**TitleCraft:** SANITATION ASSOCIATE  **Shift:** Night
REPAIRED BROKEN WELD ON LID

**Action:**
1. ENSURE APPROPRIATE AMOUNT OF OIL IN GEAR BOXES
2. REPAIR ANY CRACKS IN LID
3. REPAINT AREAS WITH PAINT CHIPS AND/OR RUST ON MOTOR
4. REPAIR FAN IN MOTOR IF NECESSARY
5. ENSURE SHAFT IS SEALED TIGHTLY
6. REPAIR ANY STEAM LEAKS
7. LUBRICATE ALL GREASE FITTINGS

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**JES FOODS, INC**  
**EQUIPMENT**  
**KETTLE ROOM**  
**MICROCUTTER (2015)**  

**Info:** FOLLOW LOCKOUT/TAGOUT SOP  
MICROCUTTER INSPECTION & CLEANING

**Action:**  
1. ENSURE SHAFT ASSEMBLY IS FREE & CLEAN

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**Completed By _________________________ Date ___________ New Reading ___________**

**PM Cost:**

**Completed Reading:**  
**Last Reading:**

**Next Due:**  
**Last Read Date:**

**Shift:** Day

**Assigned To:**

**TitleCraft:** MAINTENANCE ASSOCIATE

**Status:** ok  
**P.M. ID:** 65  
**Completed:** 4/23/2013  
**Next Due:** 10/22/2013  
**2 Times A Year**
GASKETS APPEAR TO BE IN DECENT CONDITION. MINIMAL CRACKING IS BEGINNING TO DEVELOP ON 1 PAIR

Info:
FOLLOW LOCKOUT/TAGOUT SOP
MURZAN INSPECTION

Action:
1. INSPECT PUMP GASKETS FOR TEARS AND/OR CRACKS
2. REPORT FINDINGS & REPLACE WORN GASKETS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x  5  0.08333  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _________
OIL IS GOOD, GREASED FITTING & LUBRICATED SHAFTS

FOLLOW LOCKOUT/TAGOUT SOP
PUMP INSPECTION, CLEANING & LUBRICATION

1. REMOVE STAINLESS COVER
2. CLEAN MOTOR & GEAR BOXES
3. ENSURE PROPER AMOUNT OF OIL EXISTS
4. LUBRICATE ALL GREASE FITTINGS
5. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
6. REPLACE WORN O-RINGS & OTHER WORN INTERIOR PARTS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:  PM Cost:
1  x  30  0.5

Completed By ____________________________  Date _________  New Reading ____________

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Info: FOLLOW LOCKOUT/ TAGOUT SOP
PUMP INSPECTION, CLEANING & LUBRICATION

Action:
1. REMOVE STAINLESS COVER
2. CLEAN MOTOR & GEAR BOXES
3. ENSURE PROPER AMOUNT OF OIL EXISTS
4. LUBRICATE ALL GREASE FITTINGS
5. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
6. REPLACE WORN O-RINGS & OTHER WORN INTERIOR PARTS

# People  Min Per Unit  =  Man Hours  
1  x  30  =  0.5 Man Hours

Completed By __________________________ Date ___________  New Reading ___________

REMPRESSED HOLE FOR MOTOR COVER & REINSTALLED
KETTLE ROOM PUMP (6013)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
PUMP INSPECTION, CLEANING & LUBRICATION

Action:
1. REMOVE STAINLESS COVER
2. CLEAN MOTOR & GEAR BOXES
3. ENSURE PROPER AMOUNT OF OIL EXISTS
4. LUBRICATE ALL GREASE FITTINGS
5. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES
6. REPLACE WORN O-RINGS & OTHER WORN INTERIOR PARTS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:0  Last Read Date:

Completed By __________________________________ Date __________ New Reading __________

PM Cost: Every 6 Weeks


**Info:**

FOLLOW LOCKOUT/TAGOUT SOP

**PUREE MACHINE INSPECTION & LUBRICATION**

**Action:**

1. INSPECT MACHINE FOR ANY UNUSUAL WEAR OR IMPROPER OPERATION AND ADDRESS ALL ISSUES
2. LUBRICATE ALL GREASE FITTINGS & OTHER REQUIRED AREAS WITH PROPER LUBRICANT
3. REINSTALL ALL COMPONENTS & ENSURE PROPER FUNCTIONING OF SAFETY SWITCHES

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Min Per Unit = Man Hours

Next Due Reading: 8/20/2013

Completed Reading: 8/13/2013

Last Reading: 8/20/2013

PM Cost: 1 Time Per Week

Completed By _________________________ Date _________ New Reading _____________
JES FOODS, INC  
EQUIPMENT  
KETTLE ROOM  
RECIRCULATING PUMP  

Status: ok  
P.M. ID: 175  
Completed: 7/29/2013  
Next Due: 9/9/2013  
Every 6 Weeks  

Assigned To:  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day  

Info:  
FOLLOW LOCKOUT/TAGOUT SOP  
PUMP INSPECTION, CLEANING & LUBRICATION  

Action:  
1. CLEAN MOTOR & GEAR BOXES  
2. ENSURE PROPER AMOUNT OF OIL EXISTS  
3. LUBRICATE ALL GREASE FITTINGS  
4. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES  
5. REPLACE WORN O-RINGS & OTHER WORN INTERIOR PARTS  

# People  X  Min Per Unit = Man Hours  
Next Due Reading:  
Completed Reading: 0  
Last Reading:  
Last Read Date:  

Completed By _________________________ Date _________  
New Reading _______________  
PM Cost:  

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NOT IN USE AT THIS TIME

Info:
- FOLLOW LOCKOUT/TAGOUT SOP
- TAPER INSPECTION & LUBRICATION

Action:
1. REPLACE WORN BELTS AND/OR TAPE ROLLERS
2. CLEAN CUTTING BLADES WITH DENATURED ALCOHOL
3. REPLACE BLADE IF DAMAGED OR DULL

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x  20  0.33333  Completed Reading:  Last Read Date:
PM Cost:

Completed By _________________________ Date _________  New Reading _____________

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JES FOODS, INC
EQUIPMENT
LABEL ROOM
INDUCTION SEALER (2065)

Assigned To: ______________ TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

8/15/2013 - 39 / 107

Status: ok
P.M. ID: 57

Completed: 8/8/2013
Next Due: 10/8/2013
6 Times A Year

NOT IN USE AT THIS TIME

Info:
FOLLOW LOCKOUT/TAGOUT SOP
SEALER INSPECTION & LUBRICATION

Action:
1. LUBRICATE ALL GREASE FITTINGS & ADJUSTMENT SCREW WITH PROPER LUBRICANT
2. INSPECT POWER CORD FOR INTEGRITY & ADDRESS ANY ISSUES

# People  Min Per Unit = Man Hours  Next Due Reading: Last Reading:
1  x  15  0.25  Completed Reading: Last Read Date: PM Cost:

Completed By _________________________ Date _________ New Reading ____________

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Catalog: JES FOODS, INC, Sorted by Catalog
**JES FOODS, INC**  
**EQUIPMENT**  
**LABEL ROOM**  
**INK JET (2062)**

**Assigned To:**  
**TitleCraft:** MAINTENANCE ASSOCIATE  
**Shift:** Day

---

### Info:

**INK JET INSPECTION & CLEANING**

1. REMOVE HEAD & CLEAN WITH MAKE-UP SOLUTION  
2. PUSH GREEN BUTTON TO TURN ON INK JET (HEAD KEY WILL FLASH)  
3. PUSH HEAD KEY BUTTON (FLASHING STOPS)  
4. PUSH F5 UNTIL "04 EDIT" APPEARS  
5. PUSH F1 UNTIL "SERVICE PRINTER" APPEARS  
6. PUSH F5 UNTIL "02 SERVICE" APPEARS  
7. PUSH F1 TO TURN INK ON (5-6 SECONDS HEAD KEY BLINKING)  
8. PUSH F2 TO TURN ON HIGH VOLTAGE (HEAD KEY IS SOLID)  
9. PUSH ENTER KEY BACK TO "04 EDIT"  
10. WAIT 1 HOUR & THEN THURN OFF INK JET BY PUSHING THE ORANGE BUTTON

---

### Action:

- **# People**  
- **Min Per Unit**  
- **Man Hours**

- **Next Due Reading:**
- **Completed Reading:**
- **Last Reading:**
- **Last Read Date:**

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**Completed By _________________________ Date ___________ New Reading ___________**

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**PM Cost:**

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**If Low Qty To Order**

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**Qty Used**  
**Part # or Int #**  
**Part Descriptions**
PERFORMED PM ACTIONS & SERVICED AS NEEDED. LABELER NOT IN USE AT THIS TIME

Info: LABELER INSPECTION, CLEANING & LUBRICATION

Action:
1. ENSURE LABELER IS LEVEL & BOTTLE IS CENTERED
2. LUBRICATE CHAINS & BEARINGS APPROPRIATELY
3. INSPECT TABLE TRACK & ADDRESS ANY ISSUES
4. REPLACE BLACK BELT & PAD IF WORN
5. CLEAN ROLLERS

# People  Min Per Unit  =  Man Hours
1  X  45  0.75

Completed By _________________________ Date _________
New Reading _________________________
ALL PMS: Detail

JES FOODS, INC
EQUIPMENT
LABEL ROOM
TOP LABELER (2061)

Status: ok
P.M. ID 58
Completed: 7/11/2013
Next Due: 9/10/2013
6 Times A Year

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

INFO:
FOLLOW LOCKOUT/TAGOUT SOP
TOP LABELER INSPECTION

ACTION:
1. INSPECT FOR WEAR
2. TIGHTEN LOOSE NUTS & OTHER CONNECTORS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1     X  5   0.08333  Completed Reading:  Last Read Date:  PM Cost:

Completed By  Date  New Reading

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JES FOODS, INC  
EQUIPMENT  
OVEN ROOM  
CRYOVAC SEALER (3015)  

Assigned To:  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day  

Info:  
FOLLOW LOCKOUT/TAGOUT SOP  
SEALER INSPECTION & CLEANING  

Action:  
1. ENSURE HEATING ELEMENTS ARE FUNCTIONING CORRECTLY  
2. CLEAN SOLINOIDS & HOUSING WITH APPROPRIATE SOLVENT  
3. REPLACE SEAL ON LID IF DAMAGE EXISTS  

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:  
1  X  20  0.33333  

Completed By _________________________ Date _________ New Reading _____________  
PM Cost:  

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Catalog: JES FOODS, INC, Sorted by Catalog  
KeepTrak
JES FOODS, INC
EQUIPMENT
OVEN ROOM
CRYOVAC SEALER (3015)

Assigned To: 
TitleCraft: MAINTENANCE ASSOCIATE 
Shift: Day

Status : ok
P.M. ID 26
Completed: 12/19/2012
Next Due: 12/19/2013
1 Time Per Year

Info: FOLLOW LOCKOUT/TAGOUT SOP
CHANGING SEALER OIL & FILTER

Action: 1. REPLACE OIL & FILTER IN VACUUM CHAMBER

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1  x  60  1 Completed Reading: Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

PM Cost:

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Oven Room OVEN (2070)

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- OVEN INSPECTION & LUBRICATION

**Action:**
1. LUBRICATE ALL GREASE FITTINGS WITH PROPER LUBRICANT
2. REPLACE ANY WORN BELTS ON TOP OF OVEN
3. LIGHTLY OIL ALL HINGES, LATCHES & OTHER MOVING PARTS
4. ENSURE CHAIN FITS CORRECTLY
5. REPLACE DOOR SEAL IF SIGNIFICANT DAMAGE EXISTS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:  Completed Reading:  Last Read Date:  PM Cost:
1  x  30  0.5  Completed Reading:  Last Read Date:  

**Completed By _________________________ Date __________  New Reading __________**

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OVEN BEING REPAIRED

FOLLOW LOCKOUT/TAGOUT SOP

OVEN INSPECTION & LUBRICATION

1. LUBRICATE ALL GREASE FITTINGS WITH PROPER LUBRICANT
2. REPLACE ANY WORN BELTS ON TOP OF OVEN
3. LIGHTLY OIL ALL HINGES, LATCHES & OTHER MOVING PARTS
4. ENSURE CHAIN FITS CORRECTLY
5. REPLACE DOOR SEAL IF SIGNIFICANT DAMAGE EXISTS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  30  0.5  Completed Reading:  Last Read Date:

Completed By __________________________ Date _________  New Reading _____________

If Low Qty To Order
### Info:

**RACK INSPECTION & LUBRICATION**

**Action:**
1. REPAIR ANY MALFUNCTIONING CASTERS
2. LUBRICATE ALL GREASE FITTINGS
3. REPAIR ANY CRACKS OR BREAKS IN WELDS

### Equipment

- **Qty Used**
- **Part # or Int #**
- **Part Description**
- **If Low Qty To Order**

### Equipment Information

- **TitleCraft:** MAINTENANCE ASSOCIATE
- **Shift:** Day
- **Completed:** 7/8/2013
- **Next Due:** 8/7/2013
- **1 Time Per Month**
- **Status:** Urgent
- **P.M. ID:** 28
- **JES FOODS, INC**
- **EQUIPMENT**
  - OVEN ROOM
  - OVEN RACKS

### Calculations

- **# People**
- **Min Per Unit**
- **Man Hours**

1 x 30 = 0.5 Man Hours

### Dates

- **Completed Reading:**
- **Last Reading:**
- **Completed By:**
- **Date:**
- **New Reading:**
- **Last Read Date:**
- **PM Cost:**
JES FOODS, INC
EQUIPMENT
OVEN ROOM
STAND UP MIXER (2045)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE

Status : ok
P.M. ID 54

Completed: 5/1/2013
Next Due: 8/31/2013
3 Times A Year

Info:
FOLLOW LOCKOUT/TAGOUT SOP
MIXER INSPECTION & LUBRICATION

Action:
1. LUBRICATE LIFTING SCREW
2. ENSURE PROPER OIL LEVEL IN HEAD
3. REPLACE ANY WORN BELTS

# People  Min Per Unit  = Man Hours
1  X  15  0.25

Completed By _________________________ Date _________
New Reading _____________

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PMS: Detail

JES FOODS, INC
EQUIPMENT
PROCESSING ROOM
CAN OPENER (2035)

Qty
Used

Part #
or Int #

Part Descriptions

If Low Qty
To Order

Assigned To:

TitleCraft: MAINTENANCE ASSOCIATE

Status: ok

P.M. ID: 52

Completed: 7/17/2013

Next Due: 8/16/2013

1 Time Per Month

Info:

FOLLOW LOCKOUT/TAGOUT SOP
CAN OPENER INSPECTION & LUBRICATION

Action:

1. RUN CYCLES
2. INSPECT LID PUNCH FOR WEAR
4. ENSURE GEAR BOX ON CHAIN TRACK IS FUNCTIONING PROPERLY

# People  Min Per Unit  = Man Hours
1  x  15  0.25

Completed By ____________ Date ________ New Reading __________

Completed Reading: Last Reading:

Last Read Date:

Last Due Reading: Next Due Reading:

PM Cost:

Shift: Day

Title: MAINTENANCE ASSOCIATE

Assigned To:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:

Shift:

Day

Man Hours

P.M. ID

Follow Lockout/Tagout SOP

Can opener Inspection & Lubrication

1. Run cycles
2. Inspect lid punch for wear
4. Ensure gear box on chain track is functioning properly

People  Min Per Unit  = Man Hours
1  x  15  0.25

PM Cost:
**Process Room Dicer (1035)**

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- Dicer Inspection & Lubrication

**Action:**
1. Inspect Blade Backings & Report Abnormal Findings to QC
2. Lubricate Drive Shaft Housing & All Grease Fittings
3. Ensure Safety Switches Are Functioning Correctly

**# People** 1  
**Min Per Unit** 15  
**Man Hours** 0.25

**Completed By**  
**Date**  
**New Reading**  
**PM Cost:**

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**JES FOODS, INC**

**STRUCTURAL COMPONENTS**

**AIR HANDLERS**

**CAMBRIDGE UNIT (8303)**

**Status:** ok  
**P.M. ID:** 95

**Completed:** 7/15/2013  
**Next Due:** 1/13/2014  
**2 Times A Year**

Assigned To:  
**TitleCraft:** MAINTENANCE ASSOCIATE  
**Shift:** Day

---

**REPLACED ALL AIR FILTERS**

**Info:** CAMBRIDGE UNIT SERVICING  
**FOLLOW LOCKOUT/TAGOUT SOP**

**Action:** 1. REFER TO OWNER’S MANUAL INSIDE FRONT PANEL FOR PROPER SERVICING PROCEDURES & DETAILS

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**Completed By _________________________ Date _________ New Reading _____________

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NOT COMPLETED. CENTER KETTLE ROOM UNIT NOT CURRENTLY IN USE

**Info:**
FOLLOW LOCKOUT/TAGOUT SOP
COOLING SECTION CLEANING

**Action:**
1. REMOVE OVERFLOW STANDPIPE & ALLOW WATER TO DRAIN
2. CLEAN OUT ALL SEDIMENT & PAINT SCRATCHES OR BARE METAL WITH PROTECTIVE PAINT OR UNDERCOATING IF NEEDED
3. WATER DISTRIBUTION TROUGH MUST BE UNOBSTRUCTED

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:
1    X 20     0.33333

Completed By _________________________ Date ___________  New Reading ___________

**PM Cost:**
4 Times A Year

---

**Qty Used**
**Part # or Int #**
**Part Descriptions**
**If Low Qty To Order**
NOT COMPLETED. CENTER KETTLE ROOM UNIT NOT CURRENTLY IN USE

FOLLOW LOCKOUT/TAGOUT SOP
COOLING SECTION CLEANING
BLOWER BELT ADJUSTMENT

1. REMOVE HARDENED FILTER MEDIA CAREFULLY WITHOUT BENDING OR CRACKING THE FILTERS
2. CLEANING IS MADE EASIER BY USING A SOLUTION OF 10 PARTS WATER TO 1 PART MURIATIC ACID (ALWAYS ADD ACID TO WATER). USE 3 GALLONS OF SOLUTION PER PAD & SOAK ONE-HALF HOUR OR UNTIL DEPOSITS ARE REMOVED. CAREFULLY HOSE PAD WITH FRESH WATER & REINSTALL (DO NOT WRING OR PRESS PADS DRY).
3. INSPECT BELT & ADJUST UNTIL BELT CAN BE DEFLECTED 0.5" TO 0.75" IN THE CENTER

# People  Min Per Unit  Man Hours
1  45  0.75

PM Cost: NOT COMPLETED. CENTER KETTLE ROOM UNIT NOT CURRENTLY IN USE
FOLLOW LOCKOUT/TAGOUT SOP
FURNACE INSPECTION AT THE BEGINNING OF EACH HEATING SEASON

Action:
1. DISCONNECT GAS LINE & REMOVE BURNERS INDIVIDUALLY THROUGH ACCESS PANEL IN LOWER FRONT OF UNIT
2. DISCONNECT FLUE PIPE
3. REMOVE HARDWARE SECURING CABINET TOP & REMOVE CABINET TOP FROM UNIT
4. REMOVE COMPLETE DRAFT HOOD ASSEMBLY AS FOLLOWS: REMOVE THE SHEET METAL SCREWS AT REAR & LEFT REAR ABOUT 2 INCHES; THEN SLIDE SLIGHTLY TOWARD REAR TO REMOVE FROM OFFSET CLIP AT FRONT
5. LIFT BAFFLES FROM FLUE TUBES
6. CLEAN BAFFLES & INNER SURFACE OF FLUE TUBES THROUGHLY. A 1.5" OR 1.75" WIRE BRUSH WITH A LONG HANDLE IS RECOMMENDED.
7. REMOVE DIRT FROM BOTTOM PAN & CLEAN BURNERS BEFORE AS PER BELOW

BURNERS:
1. REMOVE RETAINING CLIPS ON BURNER RIBBON ENDS & CAREFULLY PRY RIBBON FROM SLOT
2. CLEAN RIBBON THROUGHLY WITH BRUSH OR SOLVENT, OR BOTH
3. REPLACE RIBBON & RETAINER CLIPS
4. REPLACE BURNERS, MAKING CERTAIN THEY SEAT PROPERLY IN PLACE

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
2  X  120  4  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________

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FOLLOW LOCKOUT/TAGOUT SOP
LUBRICATION WITH ANY NON-DETERGENT SAE 20-30 WEIGHT OIL AT THE BEGINNING OF
HEATING & COOLING SEASONS

1. OIL ALL MOTORS, BLOWER SHAFT BEARINGS & RECIRCULATING PUMPS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  x 30  0.5  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

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NOT COMPLETED. EAST KETTLE ROOM UNIT NOT CURRENTLY IN USE

Info:
FOLLOW LOCKOUT/TAGOUT SOP
COOLING SECTION CLEANING

Action:
1. REMOVE OVERFLOW STANDPIPE & ALLOW WATER TO DRAIN
2. CLEAN OUT ALL SEDIMENT & PAINT SCRATCHES OR BARE METAL WITH PROTECTIVE PAINT OR UNDERCOATING IF NEEDED
3. WATER DISTRIBUTION TROUGHS MUST BE UNOBSTRUCTED

# People Min Per Unit = Man Hours Next Due Reading: Completed Reading: Completed By _________________________ Date _____________
1 X 20 0.33333 Last Reading: Last Read Date: New Reading _____________ PM Cost:

Completed By _________________________ Date _____________ New Reading _____________
FOLLOW LOCKOUT/TAGOUT SOP
COOLING PAD CLEANING
BLOWER BELT ADJUSTMENT

1. REMOVE HARDENED FILTER MEDIA CAREFULLY WITHOUT BENDING OR CRACKING THE FILTERS
2. CLEANING IS MADE EASIER BY USING A SOLUTION OF 10 PARTS WATER TO 1 PART MURIATIC ACID (ALWAYS ADD ACID TO WATER). USE 3 GALLONS OF SOLUTION PER PAD & SOAK ONE-HALF HOUR OR UNTIL DEPOSITS ARE REMOVED. CAREFULLY HOSE PAD WITH FRESH WATER & REINSTALL (DO NOT WRING OR PRESS PADS DRY).
3. INSPECT BELT & ADJUST UNTIL BELT CAN BE DEFLECTED 0.5" TO 0.75" IN THE CENTER

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  45  0.75  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________
FOLLOW LOCKOUT/TAGOUT SOP
FURNACE INSPECTION AT THE BEGINNING OF EACH HEATING SEASON

FLUES:
1. DISCONNECT GAS LINE & REMOVE BURNERS INDIVIDUALLY THROUGH ACCESS PANEL IN LOWER FRONT OF UNIT
2. DISCONNECT FLUE PIPE
3. REMOVE HARDWARE SECURING CABINET TOP & REMOVE CABINET TOP FROM UNIT
4. REMOVE COMPLETE DRAFT HOOD ASSEMBLY AS FOLLOWS: REMOVE THE SHEET METAL SCREWS AT REAR & LEFT REAR ABOUT 2 INCHES; THEN SLIDE SLIGHTLY TOWARD REAR TO REMOVE FROM OFFSET CLIP AT FRONT
5. LIFT BAFFLES FROM FLUE TUBES
6. CLEAN BAFFLES & INNER SURFACE OF FLUE TUBES THROUGHLY. A 1.5" OR 1.75" WIRE BRUSH WITH A LONG HANDLE IS RECOMMENDED.
7. REMOVE DIRT FROM BOTTOM PAN & CLEAN BURNERS BEFORE AS PER BELOW

BURNERS:
1. REMOVE RETAINING CLIPS ON BURNER RIBBON ENDS & CAREFULLY PRY RIBBON FROM SLOT
2. CLEAN RIBBON THROUGHLY WITH BRUSH OR SOLVENT, OR BOTH
3. REPLACE RIBBON & RETAINER CLIPS
4. REPLACE BURNERS, MAKING CERTAIN THEY SEAT PROPERLY IN PLACE

# People  X  Min Per Unit  = Man Hours
2   X   120     4

Completed By _________________________ Date _________ New Reading _____________
NOT COMPLETED. EAST KETTLE ROOM UNIT NOT CURRENTLY IN USE

FOLLOW LOCKOUT/TAGOUT SOP
LUBRICATION WITH ANY NON-DETERGENT SAE 20-30 WEIGHT OIL AT THE BEGINNING OF HEATING & COOLING SEASONS

1. OIL ALL MOTORS, BLOWER SHAFT BEARINGS & RECIRCULATING PUMPS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:
1  X  30  0.5  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

PM Cost: ________
### Info:
- FOLLOW LOCKOUT/TAGOUT SOP
- INDOOR BLOWER LUBRICATION

### Action:
1. RELUBRICATE OILING PORTS WITH A FEW DROPS OF SAE NON-DETERGENT NO. 10 OIL

### Details:
- **# People**: 1
- **Min Per Unit**: 15
- **Min Hours**: 0.25
- **Next Due Reading**: Completed Reading: 0
- **Last Reading**: Last Read Date: 5/28/15
- **Completed By**: _________________________ Date _________
- **New Reading**: _____________
- **PM Cost**: Every 2 Years

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**TitleCraft:** MAINTENANCE ASSOCIATE  
**Shift:** Day
FOLLOW LOCKOUT/TAGOUT SOP
FILTER INSPECTION & CLEANING

**Action:**
1. REMOVE ACCESS PANEL TO THE BLOWER COMPARTMENT
2. SLIDE THE TWO SIZE 20 X 20 PERMANENT CLEANABLE POLYURETHANE FILTERS OUTWARD THROUGH THE ACCESS OPENING
3. VACUUM CLEAN OR WASH WITH MILD DISHWASHING DETERGENT IN WARM WATER
4. RINSE THOROUGHLY WITH CLEAN WATER & ALLOW TO DRY
5. SLIDE FILTERS INTO PLACE SO AIR ENTERS THE SIDE OPPOSITE WIRE MESH
6. REPLACE ACCESS PANEL

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:0  PM Cost:
1  X  60  1  Completed Reading:0  Last Read Date:  PM Cost:

**Completed By**  **Date**  **New Reading**
FOLLOW LOCKOUT/TAGOUT SOP
COMBUSTION AIR BLOWER CLEANING

1. REMOVE (2) SCREWS SECURING COMBUSTION AIR BLOWER MOTOR ASSEMBLY
2. REMOVE BURNER BOX ACCESS PLATE
3. REMOVE SCREWS SECURING BLOWER HOUSING
4. SLIDE BLOWER ASSEMBLY AWAY FROM BURNER BOX
5. REMOVE SCREEN COVERING BLOWER WHEEL
6. CLEAN BLOWER BLADES WITH A SMALL BRUSH

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1 X 45 0.75  Completed Reading:0  Last Read Date:

Completed By _________________________ Date __________ New Reading ___________

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FOLLOW LOCKOUT/TAGOUT SOP
FLUE PASSAGES INSPECTION & CLEANING

**Action:**

1. REMOVE THE REAR CABINET PANEL. TO DO THIS REMOVE SHEET METAL SCREWS HOLDING THE PANEL IN PLACE & THE CORNER SCREWS HOLDING THE TOP PANEL AT THE MULLIONS. LIFT TOP PANEL TO CLEAR THE REAR PANEL & REMOVE REAR PANEL.
2. UNSCREW THE CAP SCREWS & REMOVE THE REAR BREECHING OF THE HEAT EXCHANGER.
3. SLIDE THE FLUE RESTRICTORS FROM THE HEAT EXCHANGER TUBES.
4. CLEAN THE FLUE GAS PASSAGEWAYS, USING A WIRE BRUSH.
5. RE-ASSEMBLE THE UNIT. IT IS RECOMMENDED THAT THE REAR BREECHING GASKET BE REPLACED WHEN RE-ASSEMBLING THE HEAT EXCHANGER.

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1  X  60  1  Completed Reading: 0  Last Read Date:  PM Cost:

Completed By _________________________ Date _________  New Reading _____________
JES FOODS, INC
STRUCTURAL COMPONENTS
AIR HANDLERS
EAST LENNOX UNIT (8307)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
VENT CAP INSPECTION AT THE BEGINNING OF THE HEATING SEASON

Action:
1. LOOK FOR SIGNS OF SOOTING, CORROSION & ANY OBSTRUCTION SUCH AS LEAVES, BIRD
NEST, INSECT NEST OR OTHER MATERIAL
2. REMOVE ANY OBSTRUCTION

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1    X     5     0.08333  Completed Reading: 0  Last Read Date:

Completed By _________________________ Date __________ New Reading ___________

P.M. ID  138
Completed:  6/3/2013
Next Due:  6/3/2014
1 Time Per Year

Assigned To:  TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

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JES FOODS, INC
STRUCTURAL COMPONENTS
AIR HANDLERS
FRONT OFFICE UNIT (8308)

Info:
- FOLLOW LOCKOUT/TAGOUT SOP
- SUPPLY AIR MOTOR BEARINGS LUBRICATION

Action:
1. CLEAN & REPACK BEARINGS WITH A SUITABLE GREASE

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:
1       X       30      0.5                  0

Completed By _________________________ Date _________  New Reading _____________

PM Cost:
- Every 2 Years

Catalog: JES FOODS, INC, Sorted by Catalog

KeepTrak
JES FOODS, INC

STRUCTURAL COMPONENTS
AIR HANDLERS
FRONT OFFICE UNIT (8308)

Assigned To: _________________________ TitleCraft: MAINTENANCE ASSOCIATE Shift: Day


Every 2 Years

Info:
FOLLOW LOCKOUT/TAGOUT SOP
CONDENSER FAN MOTOR BEARINGS LUBRICATION

Action:
1. RELUBRICATE OILING PORTS WITH A FEW DROPS OF SAE NON-DETERGENT NO. 10 OIL

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 15 0.25 Completed Reading:0 Last Read Date: 

Completed By _________________________ Date __________ New Reading ___________

PM Cost: Every 2 Years

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Catalog: JES FOODS, INC, Sorted by Catalog

KeepTrak
JES FOODS, INC
STRUCTURAL COMPONENTS
AIR HANDLERS
FRONT OFFICE UNIT (8308)

Status: Urgent
Completed: 6/3/2013
Next Due: 7/3/2013
1 Time Per Month

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE
Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
FILTER INSPECTION & REPLACEMENT

Action:
1. INSPECT FILTER, REPLACE IF NECESSARY

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:
1          20            0.33333       0

Completed By _________________________ Date _________  New Reading _____________

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Info:
FOLLOW LOCKOUT/TAGOUT SOP
BURNERS INSPECTION & CLEANING

Action:
1. BEFORE EACH HEATING SEASON EXAMINE THE BURNERS FOR ANY DEPOSITS OR BLOCKAGES WHICH MAY HAVE OCCURRED
2. REMOVE ACCESS PANEL TO BURNER COMPARTMENT
3. REMOVE BURNER RETAINING CLIP & LIFT BURNERS FROM ORIFICE
4. CLEAN AS NECESSARY & REPLACE BURNERS. REFIT RETAINING CLIPS & ENSURE THAT BURNER HEADS LINE UP CORRECTLY. SPARK GAPS ON IGNITION & FLAME SENSING ELECTRODE MUST BE PROPERLY SET. REPLACE ACCESS PANEL.
5. RESORT ELECTRICL POWER & GAS SUPPLY. FOLLOW LIGHTING INSTRUCTIONS ATTACHED TO UNIT & USE INSPECTION PORT IN ACCESS PANEL TO CHECK BURNER FLAME.
FOLLOW LOCKOUT/TAGOUT SOP
COMBUSTION AIR BLOWER & VENT CAP CLEANING

Action:
1. REMOVE FOUR SCREWS RETAINING VENT CAP & COMBUSTION AIR BLOWER TO SIDE PANEL. CLEAN VENT CAP AS NECESSARY.
2. REMOVE THREE SCREWS HOLDING BLOWER HOUSING TO FLUE BOX COVER PLATE AND FOUR WIRES ATTACHED TO MOTOR. TAKE CARE NOT TO LOSE OR DAMAGE VENT SCREEN.
3. CLEAN BLOWER BLADES WITH A SMALL BRUSH & WIPE OFF ANY DUST FROM THE HOUSING. CLEAN ANY ACCUMULATED DUST FROM FRONT OF FLUE BOX COVER.
4. REPLACE COMBUSTION AIR BLOWER MOTOR BY REVERSING THIS PROCEDURE. IT IS RECOMMENDED THAT THE COMBUSTION AIR BLOWER GASKET BE REPLACED DURING REASSEMBLY.
5. CLEAN LOUVERS IN COMBUSTION AIR SUPPLY (RIGHT OF VESTIBULE PANEL) USING A SMALL BRUSH.

# People  Min Per Unit  = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:
2  x  60  =  2  Completed Reading: 0  Last Read Date:  PM Cost:

Completed By  Date  New Reading

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TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day
FOLLOW LOCKOUT/TAGOUT SOP
FLUE PASSAGEWAY & FLUE BOX CLEANING

1. REMOVE COMBUSTION AIR BLOWER ASSEMBLY
2. REMOVE FLUE BOX COVER & FLUE TUBE COVER PLATE. CLEAN WITH A WIRE BRUSH AS
   REQUIRED
3. PULL TUBE BAFFLES FROM HEAT EXCHANGER TUBES & CLEAN TUBES WITH A WIRE BRUSH
4. REINSERT TUBE BAFFLES & REASSEMBLE THE UNIT. THE FLUE BOX GASKET & COMBUSTION
   AIR BLOWER GASKET SHOULD BE REPLACED DURING REASSEMBLY.
- Info: FOLLOW LOCKOUT/TAGOUT SOP
  EVAPORATOR COIL INSPECTION & CLEANING AT THE BEGINNING OF EACH COOLING & HEATING SEASON

- Action: 1. CLEAN USING A MILD DETERGENT OR COMMERCIAL COIL CLEANSER
  2. FLUSH COIL & CONDENSATE DRAIN WITH WATER TAKING CARE NOT TO GET INSULATION, FILTERS, RETURN DUCTS, ETC. WET

- # People  Min Per Unit  = Man Hours
  1  X  30  0.5

- Next Due Reading: 0
- Completed Reading: 0
- Last Reading: 0
- Last Read Date: 12/2/2013
- Completed By _________________________ Date _________
- New Reading _____________
- PM Cost: 2 Times A Year

- Catalog: JES FOODS, INC, Sorted by Catalog
- KeepTrak
### JES FOODS, INC

#### STRUCTURAL COMPONENTS

**AIR HANDLERS**

**FRONT OFFICE UNIT (8308)**

---

**Status:** ok

**P.M. ID:** 149

**Completed:** 6/3/2013

**Next Due:** 6/3/2014

1 Time Per Year

---

**Assigned To:**

**TitleCraft:** MAINTENANCE ASSOCIATE

**Shift:** Day

---

**Info:**

- FOLLOW LOCKOUT/TAGOUT SOP
- CONDENSER COIL INSPECTION & CLEANING

**Action:**

1. REMOVE ALL SCREWS & GASKETS PRIOR TO CLEANING PROCEDURE
2. CLEAN CONDENSOR COIL WITH DETERGENT OR COMMERCIAL COIL CLEANER
3. TO CLEAN BETWEEN ROWS, CAREFULLY SEPARATE COIL SLABS & CLEAN BETWEEN SLAB SECTIONS
4. FLUSH WITH WATER AFTER CLEANING
5. REPLACE ALL SCREWS & GASKETS UPON COMPLETION OF CLEANING

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**PM Cost:**

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**Completed By _________________________ Date _____________ New Reading _____________**

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**Qty Used** | **Part # or Int #** | **Part Descriptions** | **If Low Qty To Order**
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Info: FOLLOW LOCKOUT/TAGOUT SOP
SUPPLY AIR BLOWER WHEEL INSPECTION & CLEANING

Action: 1. INSPECT SUPPLY AIR BLOWER WHEEL FOR ACCUMULATED DIRT OR DUST, CLEAN IF NECESSARY

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:  
1        10                          Completed Reading: 0    Last Read Date:  

PM Cost: 1 Time Per Year

Completed By _________________________ Date _________ New Reading _____________

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ONE MOTOR NOT WORKING, CHECKED EVERYTHING OUT, REATTACHED, CHANGED FAN BLADE. EVERYTHING GOOD TO GO

INFO:
FOLLOW LOCKOUT/TAGOUT SOP
FURNACE & BURNERS INSPECTION

ACTION:
1. REMOVE CONTROL ACCESS SIDE PANEL
2. DISCONNECT PILOT TUBING & THERMOCOUPLE LEAD OR PILOT TUBING & FLAME SENSOR LEADS FROM SWITCH
3. DISCONNECT ELECTRIC VALVE LEADS
4. UNCOUPLE UNION IN GAS SUPPLY
5. TAKE OUT SHEET METAL SCREWS IN TOP CORNERS OF BURNER DRAWER ASSEMBLY
6. PULL BURNER DRAWER OUT

DISASSEMBLE BURNER DRAWER:
1. REMOVE LIGHTER TUBE ORIFICE SUPPLY TUBING AFTER BREAKING CONNECTION AT MANIFOLD FITTING
2. REMOVE RETAINING SCREWS IN DRIP SHIELD & REMOVE SHIELD. PULL LIGHTER TUBE OUT AFTER REMOVING SHEET METAL RETAINING SCREW.
3. PULL MAIN BURNERS HORIZONTALLY AWAY FROM INJECTION OPENING & LIFT OUT
4. REMOVE MANIFOLD BRACKET SCREWS & REMOVE MANIFOLD
5. CHANGE MAIN BURNER ORIFICES, IF NECESSARY
6. LIFT OUT PILOT BURNER AFTER REMOVING RETAINING SCREWS
7. REPLACE ALL REMOVED PARTS IN REVERSE PROCEDURE

CLEANING MAIN & PILOT BURNERS
1. MAIN BURNERS ONLY NEED CLEANED ANNUALLY ALONG WITH THE HEAT EXCHANGER
2. INSPECT BURNERS FOR PLUGGED PORTS. OBSTRUCTIONS CAN BE REMOVED WITH AN AIR HOSE OR A THIN PIECE OF SHEET METAL.
3. DISMANTLE PILOT BURNER & CLEAN

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:  PM Cost:
2  x  120  =  4

Completed By _________________________ Date ___________ New Reading ___________
FOLLOW LOCKOUT/TAGOUT SOP
VENT SYSTEM INSPECTION & CLEANING HEAT EXCHANGERS

1. INSPECT ALL JOINTS, SEAMS & VENT CAP. REPLACE DEFECTIVE PARTS
2. REMOVE INSPECTION PANELS IN THE DUCT WORK OR REMOVE DUCT WORK TO ACCESS OUTSIDE SURFACES
3. USE AN AIR HOSE AND/OR BRUSH TO REMOVE ALL ACCUMULATED DUST & GREASE DEPOSITS
4. REMOVE DOORS AND/OR PANELS & BURNER RACK
5. REMOVE ENDS OF FLUE GAS COLLECTION BOX
6. REMOVE BLOCK-OFF PLATE TO GAIN ACCESS TO THE COLLECTION BOX END
7. REMOVE FLUE DIVERTER FOUND ON THE INSIDE OF THE COLLECTION BOX BY REMOVING SINGLE SCREWS AT EACH END RETAINING THE DIVERTER
8. SLIDE DIVERTER OUT TO ALLOW ACCESS TO TUBE BAFFLES
9. USE A LONG (18-24") 1/2" DIAMETER STIFF BRUSH TO SCRUB THE TUBE WALLS TO REMOVE ANY ACCUMULATED DUST, RUST, AND/OR SOOT

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:0  Last Reading:
2 x 60 2  Last Read Date:
Completed By _________________________ Date _________  New Reading ___________________ PM Cost:

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FOLLOW LOCKOUT/TAGOUT SOP
FURNACE & BURNERS INSPECTION

Action:
1. REMOVE CONTROL ACCESS SIDE PANEL
2. DISCONNECT PILOT TUBING & THERMOCOUPLE LEAD OR PILOT TUBING & FLAME SENSOR LEADS FROM SWITCH
3. DISCONNECT ELECTRIC VALVE LEADS
4. UNCOUPLE UNION IN GAS SUPPLY
5. TAKE OUT SHEET METAL SCREWS IN TOP CORNERS OF BURNER DRAWER ASSEMBLY
6. PULL BURNER DRAWER OUT

DISASSEMBLE BURNER DRAWER:
1. REMOVE LIGHTER TUBE ORIFICE SUPPLY TUBING AFTER BREAKING CONNECTION AT MANIFOLD FITTING
2. REMOVE RETAINING SCREWS IN DRIP SHIELD & REMOVE SHIELD. PULL LIGHTER TUBE OUT AFTER REMOVING SHEET METAL RETAINING SCREW.
3. PULL MAIN BURNERS HORIZONTALLY AWAY FROM INJECTION OPENING & LIFT OUT
4. REMOVE MANIFOLD BRACKET SCREWS & REMOVE MANIFOLD
5. CHANGE MAIN BURNER ORIFICES, IF NECESSARY
6. LIFT OUT PILOT BURNER AFTER REMOVING RETAINING SCREWS
7. REPLACE ALL REMOVED PARTS IN REVERSE PROCEDURE

CLEANING MAIN & PILOT BURNERS
1. MAIN BURNERS ONLY NEED CLEANED ANNUALLY ALONG WITH THE HEAT EXCHANGER
2. INSPECT BURNERS FOR PLUGGED PORTS. OBSTRUCTIONS CAN BE REMOVED WITH AN AIR HOSE OR A THIN PIECE OF SHEET METAL.
3. DISMANTLE PILOT BURNER AND CLEAN

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:0  Last Reading:  Last Read Date:  PM Cost:
2  x  120  4  Completed Reading:0  Last Read Date:  PM Cost:

Completed By _________________________ Date ____________ New Reading _____________
NOT COMPLETED. WEST KETTLE ROOM UNIT NOT CURRENTLY IN USE

Info: FOLLOW LOCKOUT/TAGOUT SOP
COOLING SECTION CLEANING

Action:
1. REMOVE OVERFLOW STANDPIPE & ALLOW WATER TO DRAIN
2. CLEAN OUT ALL SEDIMENT & PAINT SCRATCHES OR BARE METAL WITH PROTECTIVE PAINT OR UNDERCOATING IF NEEDED
3. WATER DISTRIBUTION TROUGHS MUST BE UNOBSTRUCTED

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:
1  X  20  0.33333  Completed Reading:  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________ PM Cost:
NOT COMPLETED. WEST KETTLE ROOM UNIT NOT CURRENTLY IN USE

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- COOLING PAD CLEANING
- BLOWER BELT ADJUSTMENT

**Action:**
1. REMOVE HARDENED FILTER MEDIA CAREFULLY WITHOUT BENDING OR CRACKING THE FILTERS
2. CLEANING IS MADE EASIER BY USING A SOLUTION OF 10 PARTS WATER TO 1 PART MURIATIC ACID (ALWAYS ADD ACID TO WATER). USE 3 GALLONS OF SOLUTION PER PAD & SOAK ONE-HALF HOUR OR UNTIL DEPOSITS ARE REMOVED. CAREFULLY HOSE PAD WITH FRESH WATER & REINSTALL (DO NOT WRING OR PRESS PADS DRY).
3. INSPECT BELT & ADJUST UNTIL BELT CAN BE DEFLECTED 0.5" TO 0.75" IN THE CENTER

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Completed By _________________________ Date _________ New Reading _____________
FURNACE INSPECTION AT THE BEGINNING OF EACH HEATING SEASON

FLUES:
1. DISCONNECT GAS LINE & REMOVE BURNERS INDIVIDUALLY THROUGH ACCESS PANEL IN LOWER FRONT OF UNIT
2. DISCONNECT FLUE PIPE
3. REMOVE HARDWARE SECURING CABINET TOP & REMOVE CABINET TOP FROM UNIT
4. REMOVE COMPLETE DRAFT HOOD ASSEMBLY AS FOLLOWS: REMOVE THE SHEET METAL SCREWS AT REAR & LEFT REAR ABOUT 2 INCHES; THEN SLIDE SLIGHTLY TOWARD REAR TO REMOVE FROM OFFSET CLIP AT FRONT
5. LIFT BAFFLES FROM FLUE TUBES
6. CLEAN BAFFLES & INNER SURFACE OF FLUE TUBES THROUGHLY. A 1.5" OR 1.75" WIRE BRUSH WITH A LONG HANDLE IS RECOMMENDED.
7. REMOVE DIRT FROM BOTTOM PAN & CLEAN BURNERS BEFORE AS PER BELOW

BURNERS:
1. REMOVE RETAINING CLIPS ON BURNER RIBBON ENDS & CAREFULLY PRY RIBBON FROM SLOT
2. CLEAN RIBBON THROUGHLY WITH BRUSH OR SOLVENT, OR BOTH
3. REPLACE RIBBON & RETAINER CLIPS
4. REPLACE BURNERS, MAKING CERTAIN THEY SEAT PROPERLY IN PLACE
JES FOODS, INC
STRUCTURAL COMPONENTS
AIR HANDLERS
WEST KETTLE ROOM UNIT (8302)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day
Completed: 7/23/2013
Next Due: 1/21/2014
2 Times A Year

NOT COMPLETED. WEST KETTLE ROOM UNIT NOT CURRENTLY IN USE

Info: FOLLOW LOCKOUT/TAGOUT SOP
LUBRICATION WITH ANY NON-DETERGENT SAE 20-30 WEIGHT OIL AT THE BEGINNING OF HEATING & COOLING SEASONS

Action: 1. OIL ALL MOTORS, BLOWER SHAFT BEARINGS & RECIRCULATING PUMPS

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 X 30 0.5 Completed Reading: Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

PM Cost:

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Catalog: JES FOODS, INC, Sorted by Catalog
KeepTrak
JES FOODS, INC
STRUCTURAL COMPONENTS
AIR HANDLERS
WEST LENNOX UNIT (8306)

Assigned To: _________________________
TitleCraft: MAINTENANCE ASSOCIATE
Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
INDOOR BLOWER LUBRICATION

Action:
1. RELUBRICATE OILING PORTS WITH A FEW DROPS OF SAE NON-DETERGENT NO. 10 OIL

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 X 15 0.25 Completed Reading: 0 Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

P.M. ID 99
Completed: 5/28/2013
Next Due: 5/28/2015
Every 2 Years

PM Cost: Every 2 Years

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FOLLOW LOCKOUT/TAGOUT SOP
FILTER INSPECTION & CLEANING

1. REMOVE ACCESS PANEL TO THE BLOWER COMPARTMENT
2. SLIDE THE TWO SIZE 20 X 20 PERMANENT CLEANABLE POLYURETHANE FILTERS OUTWARD THROUGH THE ACCESS OPENING
3. VACUUM CLEAN OR WASH WITH MILD DISHWASHING DETERGENT IN WARM WATER
4. RINSE THOROUGHLY WITH CLEAN WATER & ALLOW TO DRY
5. SLIDE FILTERS INTO PLACE SO AIR ENTERS THE SIDE OPPOSITE WIRE MESH
6. REPLACE ACCESS PANEL
**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- COMBUSTION AIR BLOWER CLEANING

**Action:**
1. REMOVE (2) SCREWS SECURING COMBUSTION AIR BLOWER MOTOR ASSEMBLY
2. REMOVE BURNER BOX ACCESS PLATE
3. REMOVE SCREWS SECURING BLOWER HOUSING
4. SLIDE BLOWER ASSEMBLY AWAY FROM BURNER BOX
5. REMOVE SCREEN COVERING BLOWER WHEEL
6. CLEAN BLOWER BLADES WITH A SMALL BRUSH

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**Completed By _________________________ Date _________ New Reading _____________**

**Qty Used | Part # or Int # | Part Descriptions | If Low Qty To Order**
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INFO:
FOLLOW LOCKOUT/TAGOUT SOP
FLUE PASSAGES INSPECTION & CLEANING

ACTION:
1. REMOVE THE REAR CABINET PANEL. TO DO THIS REMOVE SHEET METAL SCREWS HOLDING THE PANEL IN PLACE & THE CORNER SCREWS HOLDING THE TOP PANEL AT THE MULLIONS. LIFT TOP PANEL TO CLEAR THE REAR PANEL & REMOVE REAR PANEL.
2. UNSCREW THE CAP SCREWS & REMOVE THE REAR BREECHING OF THE HEAT EXCHANGER
3. SLIDE THE FLUE RESTRICTORS FROM THE HEAT EXCHANGER TUBES
4. CLEAN THE FLUE GAS PASSAGEWAYS, USING A WIRE BRUSH
5. RE-ASSEMBLE THE UNIT. IT IS RECOMMENDED THAT THE REAR BREECHING GASKET BE REPLACED WHEN RE-ASSEMBLING THE HEAT EXCHANGER.

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:
1  X  60  1  Completed Reading: 0  Last Read Date:

Completed By _________________________ Date __________  New Reading ___________
**JES FOODS, INC**

**STRUCTURAL COMPONENTS**

**AIR HANDLERS**

**WEST LENNOX UNIT (8306)**

**Info:**

FOLLOW LOCKOUT/TAGOUT SOP
VENT CAP INSPECTION AT THE BEGINNING OF THE HEATING SEASON

**Action:**

1. LOOK FOR SIGNS OF SOOTING, CORROSION & ANY OBSTRUCTION SUCH AS LEAVES, BIRD NEST, INSECT NEST OR OTHER MATERIAL
2. REMOVE ANY OBSTRUCTION

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**P.M. ID** 142

**Completed:** 6/3/2013

**Next Due:** 6/3/2014

**Status:** ok

**Shift:** Day

**Assigned To:**

TitleCraft: MAINTENANCE ASSOCIATE

**PM Cost:**

1 Time Per Year

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**Completed By _________________________ Date _________ New Reading _____________ PM Cost:**
JES FOODS, INC
STRUCTURAL COMPONENTS
ENTIRE BUILDING
CEILINGS

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:

CEILING INSPECTIONS

Action:
1. INSPECT CEILINGS IN EVERY ROOM OF THE PLANT FOR ANY SIGNS OF LEAKS
2. MAKE NOTE OF ANY LEAKS & INCLUDE PERTINENT DETAILS
3. NOTIFY MAINTENANCE SUPERVISOR OR PLANT MANAGER OF ALL FINDINGS

Qty Used

Part # or Int #

Part Descriptions

If Low Qty To Order

# People Min Per Unit = Man Hours Next Due Reading Completed Reading Last Reading
1 x 15 0.25 0 0

PM Cost:

Completed By _________________________ Date _________ New Reading _____________
DOOR LOCK INSPECTIONS

1. ENSURE FUNCTIONABILITY OF DOOR LOCKS & HANDLES THROUGHOUT ENTIRE PLANT
2. NOTIFY MANAGEMENT IF ANY LOCKS APPEAR DAMAGED OR TAMPERED WITH IN ANY MANNER
3. REPLACE INEFFECTIVE LOCKS/HANDLES IMMEDIATELY & NOTIFY APPROPRIATE PERSONNEL

# People x Min Per Unit = Man Hours

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Next Due Reading: 8/14/2013
Completed Reading: 0
Last Reading: 11/13/2013

Completed By _________________________ Date _________ New Reading _____________

PM Cost: 4 Times A Year
JES FOODS, INC
STRUCTURAL COMPONENTS
ENTIRE BUILDING
SPRINKLER SYSTEM

Assigned To: SA COMUNALE (DON)  
TitleCraft: SPRINKLER FITTER  
Shift: Day

Info: SPRINKLER SYSTEM SERVICING
Action: 1. SERVICE SPRINKLER SYSTEM THROUGHOUT BUILDING
2. ENSURE PROPER FUNCTIONING OF ALL COMPONENTS

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<th>Min Per Unit</th>
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Completed By _________________________ Date _________  
New Reading _____________  
PM Cost: $632.00

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EXTERIOR PROPERTY INSPECTION

1. PICK UP TRASH AND/OR DEBRIS AROUND THE ENTIRE PERIMETER OF THE BUILDING
2. REMOVE ANY DEBRIS FROM DRAINS
3. CHANGE OR NOTIFY MAINTENANCE OF ANY BURNT OUT BULBS IN SPOT LIGHTS OR RECESSED LIGHTING
4. REMOVE ANY WEEDS, TRASH OR DEBRIS WITHIN 18" OF THE BUILDING
5. REMOVE BIRD'S NESTS FROM ANY BUILDING STRUCTURE
6. OBSERVE ANY OTHER PEST ACTIVITY & NOTIFY MANAGEMENT PROMPTLY
7. NOTIFY MAINTENANCE OF ANY TREE BRANCHES HANGING NEAR THE BUILDING
JES FOODS, INC
STRUCTURAL COMPONENTS
EXTERIOR

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE
Status: ok
P.M. ID 179
Completed: 8/1/2013
Next Due: 8/31/2013
1 Time Per Month

Info:
ROOF INSPECTION

Action:
1. PICK UP TRASH AND/OR DEBRIS EXISTING ON THE ROOF
2. REMOVE ANY DEBRIS FROM ROOF DRAINS
3. CHANGE OR NOTIFY MAINTENANCE OF ANY BURNT OUT BULBS IN SPOT LIGHTS
4. REMOVE BIRD’S NESTS FROM ANY BUILDING STRUCTURE
5. OBSERVE ANY OTHER PEST ACTIVITY & NOTIFY MANAGEMENT PROMPTLY

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 x 20 0.33333 Completed Reading: 0 Last Read Date:

Completed By ______________ Date _________ New Reading ______________

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PM Cost: 1 Time Per Month
FANS
EXHAUST
BOILER ROOM (8503)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
CLEANING & LUBRICATION

Action:
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Last Reading:
1  X 30 0.5  Completed Reading:0  Last Read Date:

Completed By _________________________ Date _________  New Reading _____________

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FANS
EXHAUST
CENTER KETTLE ROOM (8501)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
CLEANING & LUBRICATION

Action:
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

# People  Min Per Unit = Man Hours  Next Due Reading: Last Reading:
1  x  60  1  Completed Reading: 0  Last Read Date:

Completed By _________________________ Date _________ New Reading _____________

P.M. ID  100
Completed: 5/28/2013
Next Due: 8/27/2013
4 Times A Year

Catalog: JES FOODS, INC, Sorted by Catalog
KeepTrak
**Info:**
FOLLOW LOCKOUT/TAGOUT SOP  
FAN COMPONENTS INSPECTION

**Action:**
1. CHECK FOR A BELT PLAY OF 1/2”, DO NOT OVERTIGHTEN BELTS  
2. CHECK BEARINGS, SHEAVES, PROPELLER & SHAFT FOR VISIBLE SIGNS OF DAMAGE, REPAIR IF NECESSARY

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**Qty Used** | **Part # or Int #** | **Part Descriptions** | **If Low Qty To Order**
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Info:
FOLLOW LOCKOUT/TAGOUT SOP
CLEANING & LUBRICATION

Action:
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

# People  Min Per Unit  =  Man Hours  Next Due Reading:  Completed Reading:  Last Reading:
1  x  60  1  Completed Reading: 0  Last Read Date:

Completed By  Date  New Reading  PM Cost:

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Assigned To: TitleCraft: Maintenance Associate  Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
INSPCTION & CLEANING

Action:
1. REMOVE DIRT ACCUMULATIONS IN & AROUND VENT OPENINGS, BY VACUUMING OR AIR JET
2. INSPECT INSTALLATION FOR DIRT ACCUMULATIONS; UNUSUAL NOISES OR VIBRATION;
OVERHEATING; WORN OR LOOSE COUPLINGS, SHEAVES & BELTS; HIGH MOTOR CURRENT;
POOR WIRING OR OVERHEATED CONNECTIONS; LOOSE MOUNTING BOLTS OR GUARDS & WORN
MOTOR STARTER CONTACTS

# People  Min Per Unit = Man Hours  Next Due Reading:  Last Reading:
1 x 20 0.33333  Completed Reading: 0  Last Read Date:

Completed By ______________ Date _______ New Reading ___________

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PM Cost: East Warehouse (8518) 1 Time Per Month
FANS
EXHAUST
FRONT DOCK (8506)

Assigned To: 
TitleCraft: MAINTENANCE ASSOCIATE 

Info:
FOLLOW LOCKOUT/TAGOUT SOP
FAN COMPONENTS INSPECTION

Action:
1. CHECK FOR A BELT PLAY OF 1/2", DO NOT OVERTIGHTEN BELTS
2. CHECK BEARINGS, SHEAVES, PROPELLER & SHAFT FOR VISIBLE SIGNS OF DAMAGE, REPAIR IF NECESSARY

# People Min Per Unit = Man Hours 
1 x 15 0.25 

PM Cost: 
FRONT DOCK (8506) 
2 Times A Year 

Completed By _________________________ Date __________ New Reading _______________

Qty Used Part # or Int # Part Descriptions If Low Qty To Order
REPLACED BEARING & REPAIRED MOTOR

Info:
FOLLOW LOCKOUT/TAGOUT SOP
FAN COMPONENTS INSPECTION

Action:
1. CHECK FOR A BELT PLAY OF 1/2", DO NOT OVERTIGHTEN BELTS
2. CHECK BEARINGS, SHEAVES, PROPELLER & SHAFT FOR VISIBLE SIGNS OF DAMAGE, REPAIR IF NECESSARY

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:
1  x  15  0.25  Completed Reading:  Last Read Date:

PM Cost:  JES FOODS, INC  KITCHEN (8504)

REPLACED BEARING & REPAIRED MOTOR

FANS
EXHAUST
KITCHEN (8504)

Assigned To:  TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

Completed By _________________________ Date ___________  New Reading ___________
FANS
EXHAUST
LAB (8514)

Assigned To:       TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
CLEANING & LUBRICATION

Action:
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

# People  Min Per Unit = Man Hours  Next Due Reading:  Completed Reading:  Last Reading:  Last Read Date:
1        X    30    0.5                  0                   

Completed By _________________________ Date _________ New Reading _____________ PM Cost:

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FANS
EXHAUST
NORTHEAST FILL ROOM (8509)

Info: FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION & LUBRICATION OF BELTS, BEARINGS, FASTENERS & SET SCREWS

Action:
BELTS:
1. CHECK BELT DEFLECTION (DEFLECTION SHOULD EQUAL BELT SPAN DIVIDED BY 64), ADJUST IF NEEDED BY LOOSENING THE MOTOR PLATE HINGE BOLTS & ADJUSTING JACK SCREWS AS REQUIRED
2. CHECK THAT DRIVE PULLEYS ARE ALIGNED PROPERLY

BEARINGS, FASTENERS & SET SCREWS:
1. INSPECT & LUBRICATE BEARINGS WITH HIGH QUALITY LITHIUM BASED GREASE
2. ROTATE FAN SHAFT WHILE SLOWLY OPERATING A MANUAL GREASE GUN. STOP PUMPING WHEN A VERY SLIGHT RESISTANCE IS FELT AT THE GREASE GUN, DO NOT OVERLUBRICATE.
3. INSPECT LOCKING COLLARS, SET SCREWS & FASTENERS FOR TIGHTNESS

REMOVAL OF DUST & DIRT:
1. CLEAN PROPELLER, BUTTERFLY DAMPER & ASSEMBLY
2. REMOVE MOTOR WEATHER COVER & REMOVE DIRT FROM THE MOTOR. DO NOT SPRAY MOTOR DIRECTLY WITH WATER, STEAM OR SOLVENTS.
FANS
EXHAUST
OVENS (8519)

Info:
FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION, CLEANING & LUBRICATION

Action:
1. CHECK ALL BEARINGS
2. INSPECT BELTS FOR TIGHTNESS
3. CLEAN THE CENTRIFUGAL WHEEL, INLET, MOTOR HOUSING & OTHER MOVING PARTS
4. LUBRICATE BEARINGS AS NEEDED. MAKE SURE NOT TO OVER GREASE

# People  Min Per Unit × Man Hours  Next Due Reading:  Completed Reading: 0
1 × 15 0.25

Completed By _________________________ Date _________  New Reading _____________

PM Cost: 0

Qty Used  Part # or Int #  Part Descriptions  If Low Qty To Order

Completed: 5/29/2013  Next Due: 11/27/2013
2 Times A Year

TitleCraft: MAINTENANCE ASSOCIATE  Shift: Day

119

Assigned To:  Shift: Day

8/15/2013 - 100 / 107
**FANS**

**EXHAUST**

**PROCESSING ROOM (8505)**

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**Assigned To:**

**TitleCraft:** MAINTENANCE ASSOCIATE

**Shift:** Day

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**Info:**

FOLLOW LOCKOUT/TAGOUT SOP

CLEANING & LUBRICATION

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**Action:**

1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

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**# People** × **Min Per Unit = Man Hours**

1 × 30 = 0.5

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**Completed By:**

**Date:**

**New Reading:**

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FANS
EXHAUST
SMOKER (8520)

Assigned To: TitleCraft: MAINTENANCE ASSOCIATE Shift: Day

Info:
FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION, CLEANING & LUBRICATION

Action:
1. CHECK ALL BEARINGS
2. CLEAN THE CENTRIFUGAL WHEEL, INLET, MOTOR HOUSING & OTHER MOVING PARTS
3. LUBRICATE BEARINGS AS NEEDED. MAKE SURE NOT TO OVER GREASE

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 x 15 0.25 Completed Reading: 0 Last Read Date:

Completed By _________________________ Date __________ New Reading __________

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Info:
FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION & LUBRICATION OF BELTS, BEARINGS, FASTENERS & SET SCREWS

Action:
BELTS:
1. CHECK BELT DEFLECTION (DEFLECTION SHOULD EQUAL BELT SPAN DIVIDED BY 64), ADJUST IF NEEDED BY LOOSENING THE MOTOR PLATE HINGE BOLTS & ADJUSTING JACK SCREWS AS REQUIRED
2. CHECK THAT DRIVE PULLEYS ARE ALIGNED PROPERLY

BEARINGS, FASTENERS & SET SCREWS:
1. INSPECT & LUBRICATE BEARINGS WITH HIGH QUALITY LITHIUM BASED GREASE
2. ROTATE FAN SHAFT WHILE SLOWLY OPERATING A MANUAL GREASE GUN. STOP PUMPING WHEN A VERY SLIGHT RESISTANCE IS FELT AT THE GREASE GUN, DO NOT OVERLUBRICATE.
3. INSPECT LOCKING COLLARS, SET SCREWS & FASTENERS FOR TIGHTNESS

REMOVAL OF DUST & DIRT:
1. CLEAN PROPELLER, BUTTERFLY DAMPER & ASSEMBLY
2. REMOVE MOTOR WEATHER COVER & REMOVE DIRT FROM THE MOTOR. DO NOT SPRAY MOTOR DIRECTLY WITH WATER, STEAM OR SOLVENTS.
### Action
1. CHECK FOR A BELT PLAY OF 1/2", DO NOT OVERTIGHTEN BELTS
2. CHECK BEARINGS, SHEAVES, PROPELLER & SHAFT FOR VISIBLE SIGNS OF DAMAGE, REPAIR IF NECESSARY

### Catalog: JES FOODS, INC, Sorted by Catalog

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### INSTALLED NEW BEARINGS

**Info:**
- FOLLOW LOCKOUT/TAGOUT SOP
- CLEANING & LUBRICATION

**Action:**
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE
4. INSPECT & CLEAN PROPELLER & VENTURI
5. CHECK ALL FASTENERS FOR TIGHTNESS

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**PM Cost:**
- WEST KETTLE ROOM (8502)
- INSTALLED NEW BEARINGS 4 Times A Year

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**Qty** | **Part #** | **Part Descriptions** | **If Low Qty To Order**
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**Assigned To:**
TitleCraft: **MAINTENANCE ASSOCIATE**
Shift: Day
FANS
SUPPLY
EAST WAREHOUSE (8402)

Assigned To: _________________________ TitleCraft: MAINTENANCE ASSOCIATE

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FOLLOW LOCKOUT/TAGOUT SOP
INSPECTION & CLEANING

1. REMOVE DIRT ACCUMULATIONS IN & AROUND VENT OPENINGS, BY VACUUMING OR AIR JET
2. INSPECT INSTALLATION FOR DIRT ACCUMULATIONS; UNUSUAL NOISES OR VIBRATION;
OVERHEATING; WORN OR LOOSE COUPLINGS, SHEAVES & BELTS; HIGH MOTOR CURRENT;
POOR WIRING OR OVERHEATED CONNECTIONS; LOOSE MOUNTING BOLTS OR GUARDS & WORN
MOTOR STARTER CONTACTS
3. CLEAN OR REPLACE FILTER AS NEEDED

# People Min Per Unit = Man Hours Next Due Reading: Last Reading:
1 x 30 0.5 Completed Reading: Last Read Date: PM Cost:

Completed By _________________________ Date __________ New Reading ___________
JES FOODS, INC  

STRUCTURAL COMPONENTS  

FANS  

SUPPLY  

NORTHEAST FILL ROOM (8400)

 Assigned To:  
TitleCraft: MAINTENANCE ASSOCIATE  
Shift: Day

Info:  
FOLLOW LOCKOUT/TAGOUT SOP  
CLEANING & LUBRICATION

Action:  
1. CLEAN THE EXTERIOR SURFACES OF THE MOTOR  
2. REMOVE ANY DUST & DIRT BUILDUP ON THE MOTOR HOUSING  
3. OIL MOTOR THROUGH OIL HOLES WHERE APPLICABLE  
4. INSPECT & CLEAN PROPELLER & VENTURI  
5. CHECK ALL FASTENERS FOR TIGHTNESS

# People  Min Per Unit = Man Hours  Next Due Reading:  
1  X 30  0.5  Completed Reading: 0  Last Reading:

Completed By __________________________________________ Date _________ New Reading _____________

PM Cost:

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