NOTE:

Insert the entire of the following section in the

DOCUMENTATION

part of

Binder A\*

Items highlighted in GREEN apply only to Dust Collection Systems equipped with “Spark Detection Equipment”

Items highlighted in MAGENTA apply only to Dust Collection Systems equipped with “Spark Detection Extinguishing System”

Items highlighted BLUE do not apply to the majority of the Dust Collection Systems. They may include, but are not limited to:

* Enclosureless dust collectors
* Dust collection systems with abort gates
* Dust collection systems tied into fire alarm systems

Items highlighted YELLOW apply only to Murphy Dust Collection Systems.

\*This page is to be used as a guide to help customize the Dust Collection System Safety Program manual.

# INTRODUCTION

As part of a provincial review of Dust Collection Systems (DCS) in Nova Scotia Schools it was determined that a more detailed Maintenance and Operations Program is required.

The forms in the following sections outline the inspection, testing, and maintenance requirements of the Nova Scotia Fire Safety Act and Regulations, along with other industry requirements. These inspections, testing, and maintenance are to be carried out in the time frame indicated and documented accordingly.

NFPA 664 the “Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities,” is adopted by the Province of Nova Scotia through the Nova Scotia Building Code and the Nova Scotia Fire Safety Act and Regulations

Maintenance and Operational requirements for the DCS are included in this section of the manual. Frequency and specific maintenance and operational requirements are listed and completion of such tasks is critical to the safe functioning of the DCS Program.

Maintenance requirements for the dust collection and lab equipment is included in a second binder (Binder B), along with the manufacturers’ technical manuals. Refer to each section for the specific inspection, testing, and maintenance required for the specific equipment.

***(Note: The frequencies with which some tasks are required to be conducted may be modified through ongoing discussions with the Authority Having Jurisdiction or to meet equipment manufacturers’ requirements.)***

# DEFINITION OF TERMS

For the purpose of meeting the requirements of the DCS Program, the following definitions are applicable.

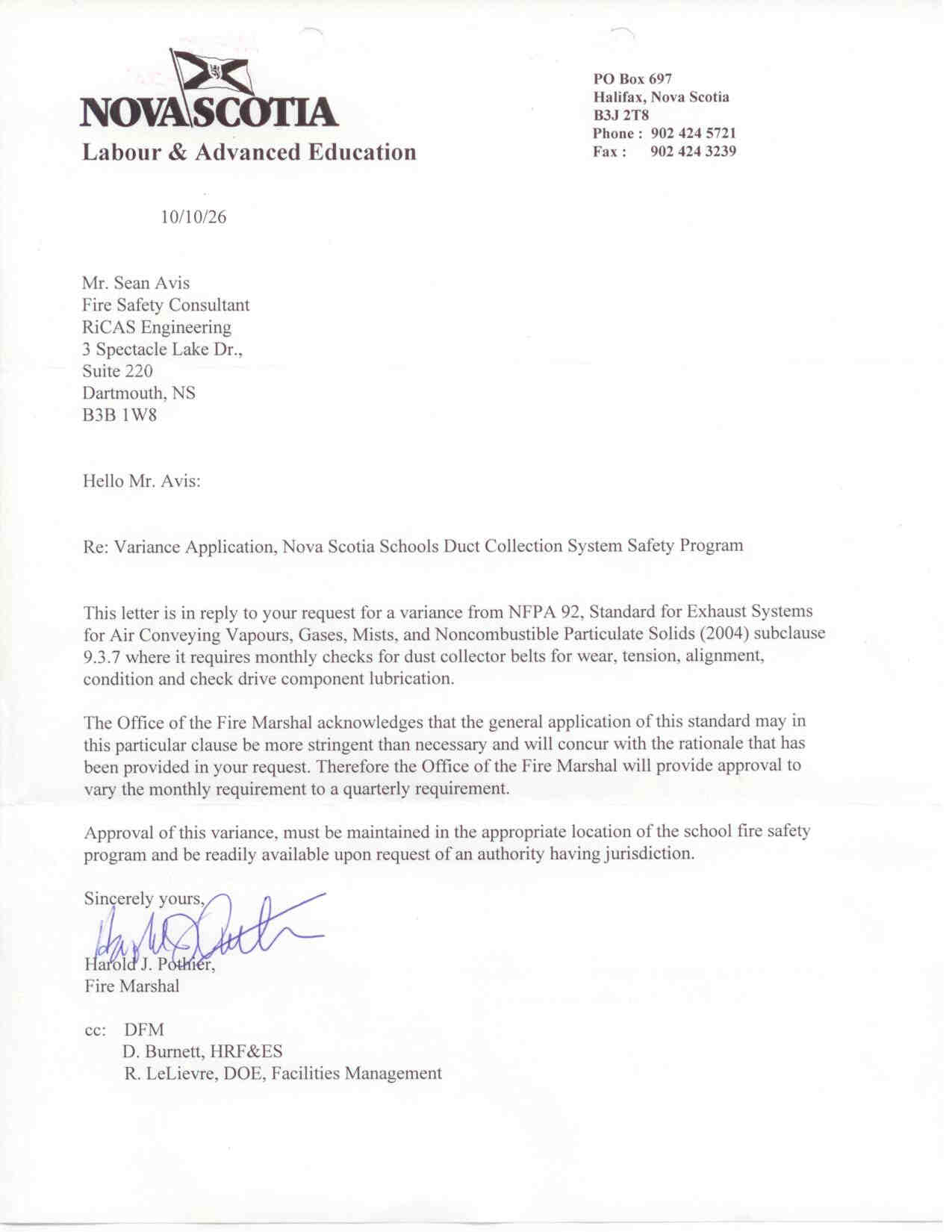
**INSPECT/CHECK:** Means a physical examination to determine that the device or system will apparently perform in accordance with its intended function, to inspect a device does not require its operation. Check and Inspect are used interchangeably.

**TEST:** Means operation of a system to ensure that it will perform in accordance with its intended function.

**MAINTENANCE:** Means that work required by codes, standards or manufacturers literature to be carried out on the equipment to keep it safe and in proper working order. Also includes repair of damage.

This maintenance log has been developed based on a Monday to Friday work days. If dust collection systems are in operation on Saturday and Sunday then daily inspections shall be followed. Saturday and Sunday inspection details may be noted in the comment section at the bottom of the inspection page

# APPROVED VARIANCES



# CATEGORIES OF PERSONS RESPONSIBLE FOR MAINTENANCE/INSPECTIONS

Categories have been established to identify the personnel deemed appropriate to perform the **Maintenance, Inspection** and **Test** duties.

**Category 1** – This is usually the Technology Education teacher. In some cases, this task may be delegated to students upon proper training and supervision by the teacher, using professional discretion.

**Category 2** – This is usually the School Custodian.

**Category 3** – This is usually the Board Maintenance Staff or outside contractor.

**Category 4a** – This individual may or may not be an electrician but is usually a representative of a fire alarm system manufacturing or testing company or certified by the Canadian Fire Alarm Association (CFAA). This company will be engaged in day-to-day activities that include the maintenance and testing of fire alarm systems and, as such, will have developed specific skills related to fire alarm systems (N/A to DCS equipment).

**Category 4b** – This individual is a representative of a company engaged in the servicing and maintenance dust collection equipment, and authorized by the system owner or operator (NFPA 69 Section 15.7.1.1).

**Category 4c** – This individual is usually a representative of a company engaged in the supply, installation, and maintenance of fire suppression systems and is employed by the company as a field service technician.

# DAILY

**These Maintenance/Inspection/Testing duties are to be carried out daily and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors, inside and outside. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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# DAILY

**These Maintenance/Inspection/Testing duties are to be carried out daily and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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# DAILY

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| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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# DAILY

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| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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# DAILY

**These Maintenance/Inspection/Testing duties are to be carried out daily and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
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# DAILY

**These Maintenance/Inspection/Testing duties are to be carried out daily and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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# DAILY

**These Maintenance/Inspection/Testing duties are to be carried out daily and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Check dust levels in collector barrels and that all clamps and lids are attached, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Check that equipment is connected to dust collection system as required | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 3. Check that Housekeeping Procedures have been completed, as described in Section A5, General Safety, including Housekeeping. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect for damage to the lab and dust equipment. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** | |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 5. Check that all exits, walkways are clear and that there is at least 3 feet clearance around fire doors. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 6. Check that there are no obstructions of fire extinguishers, fire safety devices or machine emergency stop buttons. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| 7. Remove collected dust contents in storage bins below enclosureless dust collectors (located inside) daily or more frequently if required [NFPA 664 Section 8.2.2.5.1.4 (7) (e)] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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***Comments***

**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly for five weeks:**

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|  | Date |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  | |  | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | | **A** | **B** | **C** |
| 6. Open all duct hatches, check gaskets and inspect interior of ductwork to ensure no buildup of sawdust or debris (this is to be initiated in lieu of weekly inspection if 5 consecutive inspections reveal no dust buildup greater than 3.2 mm or 1/8 in.) [NFPA 91 Section 9.3.4 / NFPA 664 Section 10.2.4.1]. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | | Initials | | |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**WEEKLY   
These Maintenance/Inspection/Testing duties are to be carried out weekly and recorded weekly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Date 🡪 | |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  | |  | | |  |  | | |  |  | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect dust collector and fencing outside to ensure there is no damage and the pressure relief devices are not obstructed. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 2. Turn on dust collector and verify the Magnehelic gauge reading across the filters, verify that the reading is not in excess of 4 inches WG or that it has not changed significantly(record the reading in the appropriate box to the right). | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | Value:  (Inches) | | | | Value:  (Inches) | | | Value:  (Inches) | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 3. Inspect spark detection control panel for any malfunction warning signals at the panel. [NFPA 664  Section A 9.1.2] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 4. Inspect spark detection detector/spray detector sensor to ensure it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| 5. Inspect spark detection detector/light test light to ensure that it is not blocked or damaged. [NFPA 664  Section A 9.1.2] | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
| Initials: |  |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | |  |  | | | |  |  | | |  |  | | |
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***Comments***

**Monthly**

**These Maintenance/Inspection/Testing duties are to be carried out monthly and recorded monthly**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | September | | |  | October | | |  | November | | |  | December | | |  | January | | |  | February | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect bags in dust collector to ensure there are no tears or loose bags, and that system is functioning properly. Ensure no dust build-up in bags. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 2. Check filtered equipment to ensure they are clean and functioning correctly. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 3. Inspect the location of the abort gate to ensure it is in the proper location. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 4. Inspect the condition of the level sensor and test for proper operation. Ensure level sensor indicating light is green. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 5. Test the explosion vent latch for proper operation and lubricate as required. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 6. Check for any dust accumulation/build-up greater than 3.2 mm or 1/8 in. (overhead beams, above ceilings (if openings), storage areas, etc.) [NFPA 664 Section 6.4.2.2 &A6.4.2.2.] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | |
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**Monthly**

**These Maintenance/Inspection/Testing duties are to be carried out monthly and recorded monthly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | September | | |  | October | | |  | November | | |  | December | | |  | January | | |  | February | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 7. Open all duct hatches, check gaskets and inspect interior of ductwork to ensure no buildup of sawdust or debris (this is to be initiated in lieu of weekly inspection if 5 consecutive inspections reveal no dust buildup greater than 3.2 mm or 1/8 in.) [NFPA 91 Section 9.3.4 / NFPA 664 Section 10.2.4.1]. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 8. Inspect capture hood(s) to ensure no damage, modifications or dust accumulation. [NFPA 91 Section 9.3.8] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 9. Inspect the condition of the blast gates to ensure they are not damaged or moved from the pre-set locations. [NFPA 91 Section 9.3.5] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 10. Test spark detection extinguishing system booster pump in accordance with manufacturers test procedure, located in Binder B. [NFPA 664 Section A 9.1.2] | 4c |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 11. Test spark detection extinguishing system water lines to ensure the spray nozzles are not damaged or leaking. [NFPA 664 Section A 9.1.2] Ensure that protective plastic bags are correctly attached. | 4c |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| Comments: | | | | | | | | | | | | | | | | | | | | | | | | | |
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**Monthly**

**These Maintenance/Inspection/Testing duties are to be carried out monthly and recorded monthly**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | March | | |  | April | | |  | May | | |  | June | | |  | July | | |  | August | | |
| **TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 1. Inspect bags in dust collector to ensure there are no tears or loose bags, and that system is functioning properly. Ensure no dust build-up in bags. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 2. Check filtered equipment to ensure they are clean and functioning correctly. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 3. Inspect the location of the abort gate to ensure it is in the proper location. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 4. Inspect the condition of the level sensor and test for proper operation. Ensure level sensor indicating light is green. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 5. Test the explosion vent latch for proper operation and lubricate as required. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |  | Initials | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 6. Check for any dust accumulation/build-up greater than 3.2 mm or 1/8 in. (overhead beams, above ceilings (if openings), storage areas, etc.) [NFPA 664 Section 6.4.2.2 &A6.4.2.2.] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
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**Monthly**

**These Maintenance/Inspection/Testing duties are to be carried out monthly and recorded monthly:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | March | | |  | April | | |  | May | | |  | June | | |  | July | | |  | August | | |
| **FIRE SAFETY TASKS** | **Category** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |  | **A** | **B** | **C** |
| 7. Open all duct hatches, check gaskets and inspect interior of ductwork to ensure no buildup of sawdust or debris (this is to be initiated in lieu of weekly inspection if 5 consecutive inspections reveal no dust buildup greater than 3.2 mm or 1/8 in.) [NFPA 91 Section 9.3.4 / NFPA 664 Section 10.2.4.1]. | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 8. Inspect capture hood(s) to ensure no damage, modifications or dust accumulation. [NFPA 91 Section 9.3.8] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 9. Inspect the condition of the blast gates to ensure they are not damaged or moved from the pre-set locations. [NFPA 91 Section 9.3.5] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 10. Test spark detection extinguishing system booster pump in accordance with manufacturers test procedure, located in Binder B. [NFPA 664 Section A 9.1.2] | 4c |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initials | | | Initials | | | Initials | | | Initials | | | Initials | | | Initials | | |
| 11. Test spark detection extinguishing system water lines to ensure the spray nozzles are not damaged or leaking. [NFPA 664 Section A 9.1.2] Ensure that protective plastic bags are correctly attached. | 4c |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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***Comments***

**QUARTERLY**

**These Maintenance/Inspection/Testing duties are to be carried out four times per year and recorded accordingly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FIRE SAFETY TASKS** | | | | | | | | | | | | | | | | |
| 1. Check dust collector belts for wear, tension, alignment, condition and check drive component lubrication. [NFPA 91 Section 9.3.7]. | Category | Month: | September | | | | | |  | Month: | December | | | | | |
| 3 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
| Comments |  | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | |
| 1. Check dust collector belts for wear, tension, alignment, condition and check drive component lubrication. [NFPA 91 Section 9.3.7]. | Category | Month: | March | | | | | |  | Month: | June | | | | | |
| 3 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
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**QUARTERLY**

**These Maintenance/Inspection/Testing duties are to be carried out four times per year and recorded accordingly:**

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| **FIRE SAFETY TASKS** | | | | | | | | | | | | | | | | |
| 2. Conduct explosion prevention system inspection and testing in accordance with NFPA 69 Section 15.7 & A15.7.3 | Category | Month: | September | | | | | |  | Month: | December | | | | | |
| 4b | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
| Comments |  | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | |
| 2. Conduct explosion prevention system inspection and testing in accordance with NFPA 69 Section 15.7 & A15.7.3 | Category | Month: | March | | | | | |  | Month: | June | | | | | |
| 4b | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
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**QUARTERLY**

**These Maintenance/Inspection/Testing duties are to be carried out four times per year and recorded accordingly:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FIRE SAFETY TASKS** | | | | | | | | | | | | | | | | |
| 3. Inspect the backflow preventer indicating arm to ensure it is in the proper position and cycle the arm to ensure it operates freely. [NFPA 69 Section 15.7**.1**] | Category | Month: | September | | | | | |  | Month: | December | | | | | |
| 1 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
| Comments |  | | | | | | | | | | | | | | | |
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| 3. Inspect the backflow preventer indicating arm to ensure it is in the proper position and cycle the arm to ensure it operates freely. [NFPA 69 Section 15.7.1] | Category | Month: | March | | | | | |  | Month: | June | | | | | |
| 1 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
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***Comments***

**SEMI- ANNUAL**

**These Maintenance/Inspection/Testing duties are to be carried out twice per year and recorded accordingly:**

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| **TASKS** | | | | | | | | | | | | | | | | | |
| 1. Check for leaks in dust collector and possible clogging and material buildup on clean side through access doors. | | Category | Month: |  | | | | | |  | Month: |  | | | | | |
| 3 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
| Comments |  | | | | | | | | | | | | | | | | |
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| **FIRE SAFETY TASKS** | | | | | | | | | | | | | | | | | |
| 2. Spark Detection Emergency Power – *Test the emergency power to verify that emergency power supply is operational and no fault lights are illuminated.* [NFPA 664 Section A 9.1.2] | | Category | Month: |  | | | | | |  | Month: |  | | | | | |
| 3 | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
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| 3. Rapid Abort Gates - Test the rapid abort gates in accordance with manufacturers test procedure, *located in Binder B*. [NFPA 664 Section A.9.1.2] | | Category | Month: |  | | | | | |  | Month: |  | | | | | |
| 4b | Status: |  | A |  | B |  | C | Status: |  | A |  | B |  | C |
| Signature: |  | | | | | | Signature: |  | | | | | |
| Comments |  | | | | | | | | | | | | | | | | |
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***Comments***

**Annual**

**These Maintenance/Inspection/Testing duties are to be carried out yearly and recorded accordingly:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASKS** | | | | | | | | |
| 1. Check to ensure dust collector commissioning diagram is displayed and correct. | Category | Status: |  | A |  | B |  | C |
| 1 | Date: | Signature: | | | | | |
| 2. Clean dust accumulation/buildup from elevated surfaces, overhead beams, and concealed surfaces including light fixtures, ducts, pipes, dropped ceiling spaces, above ceilings (if openings), storage areas, etc. | Category | Status: |  | A |  | B |  | C |
| 2 | Date: | Signature: | | | | | |
| 3. Inspect all welds on the dust collector for integrity, and inspect and tighten all dust collector bolts as required. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 4. Inspect the dust collector fan and motor for excessive noise, vibration or overheating. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 5. Test the fan motor amperage to ensure it does not exceed its rated value. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 6. Check that all guards, and flex connections are not damaged or loose, and that fans and fan casing are free from corrosion and material build up | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 7. Check that the discharge flex connection or barrel lifter is in good condition, properly installed with clamps, in operating position, and barrels are not corroded or leaking. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 8. Check that the dust collector access door is in good condition with no corrosion and is not leaking. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| Comments: | | | | | | | | |
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**Annual**

**These Maintenance/Inspection/Testing duties are to be carried out yearly and recorded accordingly:**

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| **TASKS** | | | | | | | | |
| 9. Inspect filter bags to ensure grounding straps are in place, all bags are clean, undamaged and properly connected/installed. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 10. Test the shaker arm operation and check that the shaker arm seal is intact. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 11. Check that all duct work is in good condition with no damage and that all joints are sealed with no leakage. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 12. Check that all hangers are in good condition without visible damage, there are no missing hangers and additional items are not hanging from duct work. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 13. Check that inspection doors on the duct work are in the closed position, and are in good condition without damage or warping. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 14. Inspect capture hoods are correctly installed and ensure they are in good condition. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 15. Check that blast gates are in their original balanced positions, and are in good condition. | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
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**Annual**

**These Maintenance/Inspection/Testing duties are to be carried out yearly and recorded accordingly:**

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| **FIRE SAFETY TASKS** | | | | | | | | |
| 16. Test (measure) and record the air flow and static pressure measurements for each drop and selected test points as indicated on the commissioning/start-up schematic found in Binder A. Confirm that each reading has not changed from its set point, as indicated in the commissioning/start-up schematic found in Binder B. [NFPA 91 Section 9.2.3 / NFPA 91 Section 10.3.4] | Category | Status: |  | A |  | B |  | C |
| 4b | Date: | Signature: | | | | | |
| 17. Test the fire alarm system to ensure proper functionality with the dust collector explosion prevention system. The system should be actuated on an annual basis to ensure the alarm is sounded and the dust collector shuts down. | Category | Status: |  | A |  | B |  | C |
| 4a | Date: | Signature: | | | | | |
| 18. Inspect and test all grounding and bonding end connections with a megohmmeter to ensure that the connection integrity is less than 108 ohms (preferably less than 106 ohms). [NFPA 664 Section 7.9 / NFPA 77 Sections 3.3 and 7.4.1], and record the information on check sheets in Binder A | Category | Status: |  | A |  | B |  | C |
| 3 | Date: | Signature: | | | | | |
| 19. Inspect explosion doors and vents in accordance with NFPA 68 Section 11.4.4. | Category | Status: |  | A |  | B |  | C |
| 4b | Date: | Signature: | | | | | |
| 20. Inspect suppression system hose and connections ensuring they are in good condition and that the hose connection area is clear. | Category | Status: |  | A |  | B |  | C |
| 4c | Date: | Signature: | | | | | |
| 21. Test the spark detection freeze protection in accordance with NFPA 25. This is to be conducted monthly during freezing temperatures. | Category | Status: |  | A |  | B |  | C |
| 4c | Date: | Signature: | | | | | |
| Comments: | | | | | | | | |
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***Comments***