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MAINTENANCE CHECKLIST



NO MORE REACTIVE REPAIRS.
BE AHEAD OF THE GAME WITH PREVENTIVE MAINTENANCE.

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DAILY INSPECTION

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Week of:**	

INSPECTION ITEM	M	T	W	T	F
Record differential pressure and compare it with the normal operating range.					
Check airflow and dust capture at hoods and pickup points.					
Observe the exhaust stack for visible emissions or review the broken bag or particulate detector.					
Walk the system and listen for unusual noise, vibration, air leakage, or other abnormal operation.					
Review control panel indicators, meters, active alarms, and recent alarm history.					
Record compressed air pressure and confirm pulse cleaning is available.					
Check hopper level and confirm dust is being removed from the collector.					
Confirm the rotary valve, airlock, screw conveyor, or other discharge device is operating.					
Note process changes, unusual dust loading, temperature changes, moisture, or other abnormal conditions.					

Comments or corrective action suggested:	

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WEEKLY INSPECTION

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Month:**	

INSPECTION ITEM	W1	W2	W3	W4
Inspect discharge equipment moving parts, bearings, packing glands, and lubrication condition.				
Operate dampers and confirm smooth movement and correct response.				
Confirm pulse valves and solenoids fire in the correct cleaning sequence.				
Inspect diaphragm valves for leakage, weak pulsing, or delayed operation.				
Inspect compressed air lines, hoses, fittings, filters, dryers, regulators, and moisture traps; correct leaks and drain moisture.				
Inspect fan drive components for obvious wear, looseness, noise, or vibration.				
Confirm hopper and discharge equipment remain clear and functional.				
Inspect access doors and seals for dust or air leakage.				
Check for dust buildup around hoods, pickup points, ductwork, and collector openings.				
Review differential pressure, emissions, compressed air, and alarm trends against the operating baseline.				
Inspect differential pressure or manometer tubing for dust blockage; clear as needed.				
Verify temperature indicators and other critical readings are reasonable and stable.				
Confirm open alarms and abnormal readings have been investigated and documented.				

Comments or corrective action:	

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MONTHLY INSPECTION

Sheet 1

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Year:**	

INSPECTION ITEM	JAN	FEB	MAR	APR	MAY	JUN
Inspect filter seating and spot check bags or cartridges for leaks, holes, abrasion, or fabric wear.						
For reverse air or shaker collectors, check bag tension and cleaning mechanism moving parts.						
Test pulse valves, diaphragm valves, solenoids, pilot valves, and the cleaning controller.						
Record compressed air pressure; clean the air filter and inspect the regulator, dryer, moisture trap, and header.						
Inspect fans for corrosion, blade wear, material buildup, and abnormal vibration.						
Check fan belts for wear and tension; inspect bearings, guards, motor, and lubrication points.						
Verify damper and variable frequency drive operation.						
Test hopper high level switches and other level sensors.						
Inspect rotary valves, airlocks, screw conveyors, hoses, clamps, seals, and packing glands.						
Confirm the hopper empties fully and has no bridging or plugging.						
Inspect access door seals and gaskets for deterioration or leakage.						
Inspect collector housing, support steel, insulation, and exterior coating for corrosion or damage.						
Check actual airflow or gas flow and compare it with the established baseline.						
Inspect differential pressure gauges, transmitters, tubing, and sensing ports; clear blockage.						
Check the accuracy and operation of temperature, pressure, airflow, particulate, level, and other monitoring devices.						

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MONTHLY INSPECTION

Sheet 2

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Year:**	

INSPECTION ITEM	JUL	AUG	SEP	OCT	NOV	DEC
Inspect filter seating and spot check bags or cartridges for leaks, holes, abrasion, or fabric wear.						
For reverse air or shaker collectors, check bag tension and cleaning mechanism moving parts.						
Test pulse valves, diaphragm valves, solenoids, pilot valves, and the cleaning controller.						
Record compressed air pressure; clean the air filter and inspect the regulator, dryer, moisture trap, and header.						
Inspect fans for corrosion, blade wear, material buildup, and abnormal vibration.						
Check fan belts for wear and tension; inspect bearings, guards, motor, and lubrication points.						
Verify damper and variable frequency drive operation.						
Test hopper high level switches and other level sensors.						
Inspect rotary valves, airlocks, screw conveyors, hoses, clamps, seals, and packing glands.						
Confirm the hopper empties fully and has no bridging or plugging.						
Inspect access door seals and gaskets for deterioration or leakage.						
Inspect collector housing, support steel, insulation, and exterior coating for corrosion or damage.						
Check actual airflow or gas flow and compare it with the established baseline.						
Inspect differential pressure gauges, transmitters, tubing, and sensing ports; clear blockage.						
Check the accuracy and operation of temperature, pressure, airflow, particulate, level, and other monitoring devices.						

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SEMIANNUAL INSPECTION

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Year:**	

INSPECTION ITEM	SEMESTER 1	SEMESTER 2
Thoroughly inspect accessible filter bags or cartridges for wear, damage, and recurring failure patterns.		
Inspect filter seals, tubesheet, and accessible clean air areas for dust leakage.		
Inspect inlet baffle plate or wear plate for erosion, holes, or buildup.		
Inspect hoods, pickup points, dampers, and ductwork for damage, wear, leakage, and dust accumulation.		
Confirm dampers seat properly and hold their intended position.		
Inspect gaskets on all access doors, hatches, and manholes.		
Inspect screw conveyor flights, shaft, bearings, seals, and trough for wear.		
Measure and document system airflow at designated test points.		
Record fan and motor vibration and compare it with previous readings.		
Inspect electrical connections, control panels, wiring, and enclosures.		
Calibrate or function test the opacity monitor, particulate monitor, or broken bag detector, as applicable.		
Review filter life, differential pressure, compressed air consumption, and recurring alarms for adverse trends.		
Inspect paint, insulation, housing, and support structure for corrosion or deterioration.		
Verify critical spare parts inventory, minimum quantities, storage condition, and reorder needs.		

Comments or corrective action:	

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YEARLY INSPECTION

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Year:**	

INSPECTION ITEM	STATUS
Lock out and tag out the collector and connected equipment before internal entry or work.	
Inspect all filter bags or cartridges for wear, holes, abrasion, moisture damage, chemical attack, and deposits.	
Inspect cages, venturis, clamps, tubesheet holes, filter seals, and mounting hardware.	
Inspect dirty air and clean air plenums; investigate dust on the clean side.	
Perform a dye or fluorescent powder leak test when filter leakage is suspected or verification is required.	
Inspect hopper walls, valleys, corners, and internal surfaces for buildup, wear, corrosion, or bridging.	
Inspect inlet duct, outlet duct, elbows, transitions, and baffle plate for buildup and erosion.	
Inspect fan wheel, blades, housing, shaft, bearings, coupling, belts, sheaves, base, and mounting bolts.	
Inspect rotary valves, airlocks, screw conveyors, and related drives for wear and clearances.	
Inspect structural steel, bolts, welds, platforms, ladders, housing, and access doors for damage or corrosion.	
Inspect explosion vents, isolation devices, suppression equipment, grounding and bonding, and related monitoring devices in accordance with manufacturer requirements.	
Record pulse duration and pulse delay; verify the complete cleaning sequence.	
Replace worn diaphragms, seals, gaskets, filters, and other cleaning system components as required.	
Verify calibration or function of differential pressure, airflow, particulate, temperature, hopper level, vibration, and bearing sensors.	
Clean internal areas, remove accumulated dust, close all access points, and verify seals before startup.	
After startup, verify airflow, differential pressure, emissions, compressed air, discharge operation, fan vibration, and motor amperage against the baseline.	

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CORRECTIVE ACTION SUMMARY

Company:		**Site:**	
Collector ID:		**Location:**	
Inspector:		**Date:**	

Finding	Priority	Required action	Owner	Due date	Closed

INSPECTION CLOSEOUT	Reviewed by: _____ Date: _____
Safety or compliance findings escalated:	
Required parts identified or reordered:	
Repairs completed and performance verified:	
Baseline or maintenance records updated:	

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