



# Animal Transfer Station Preventive Maintenance Check List



Month: \_\_\_\_\_ Week: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**NOTE:** It is recommended that certification be preformed at a minimum on a yearly basis.

## Prefilters - Check Daily

1. Check Supply Prefilter
2. Check Exhaust Mesh Prefilter
3. Check Exhaust Prefilter  
*Clean (black washable foam) or replace (white disposable) if necessary.*

## Work Surface - Periodically / As Needed

4. Clean the Work Surface Top
5. Clean Under the Work Surface
6. Check for Rubber Feet on Work Surface and Prop Rods - *Replace if Missing*
7. Check Tightness of Acorn Nuts on Prop Rods - *Replace if Missing*

## Windows - Periodically / As Needed

8. Check Acorn Nuts Holding Window Hinge
9. Check Window Clips, Make Sure They Hold the Window Up - *Tighten and Replace if Necessary*
10. Clean the View Screen Window, Both Sides

## Diffuser Screen - Periodically / As Needed

11. Check Thumbscrews - *Tighten and Replace if Necessary*

## Other - Periodically / As Needed

12. Check Castors - *Tighten if Necessary*
13. Check Cord Reel and /or Cord for Signs of Wear - *Replace if Necessary*
14. Check Thumbscrew Holding Feed Hopper (Optional)
15. Check Tightness of Push / Pull Bars
16. Run the Auto-lift Up and Down to Ensure Proper Function
17. Check that the Fluorescent Light Bulbs are Working Correctly
18. Check All the Switches and Indicators for Proper Operation