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Daily, weekly, and monthly maintenance press checklists

Scope

This technical information paper is to be used as a guide to establish specific plant maintenance checklists. It is a starting point, and modifications will be required to fit specific plant circumstances as dictated by actual machine types, and other local factors.

Safety precautions

Equipment manufacturer's lock out/tag out procedures must be strictly followed when cleaning or servicing any piece of equipment according to schedules recommended in this TIP.

This TIP may require the use, disposal, or both, of chemicals which may present serious health hazards to humans. Procedures for the handling of such substances are set forth on Material Data Safety Sheets which must be developed by all manufacturers and importers of potentially hazardous chemicals and maintained by all distributors of potentially hazardous chemical. Prior to use of this technical information paper, the user should determine whether any of the chemicals to be used or disposed of are potentially hazardous and, if so, should follow the procedures specified by both the manufacturer, as well as local, state, and federal authorities for safe use and disposal of these chemicals.

Content

The use of daily, weekly, and monthly checklists will help maintain equipment in its best operating condition. Some examples are presented here for consideration. Like good housekeeping practices, maintenance should not be done in spurts if the desired results are to be obtained at all times. A good housekeeping program should not be instituted only when major problems exist. A good measure of the effectiveness of such a program would be the *absence* of any major problems.

Responsibility for making daily mechanical inspections, adjustments, and repairs should be assigned to a specific individual from the maintenance department. This has worked very well in plants which have put it into practice. Some of the maintenance work can be done while the machine is operating; for some, the machine must be stopped. However, most of the work can usually be done during setup or while the machine operators are on lunch break.

Follow-up is provided when supervision compares machine conditions with the items initialled by the mechanic on the checklist.

Plant experiences may indicate that some of the items listed for weekly attention should be checked daily, while others can be checked monthly. If items are checked either more often or less often than necessary, work will

be created instead of reduced. It is a good idea to update the checklists — perhaps every six months — to keep them current with operation and experience in each plant.

Use of these checklists should contribute to a reduction in downtime and extensive maintenance repairs by calling attention to minor adjustments and repairs before major ones are needed. The comments portion, filled in by the mechanic, makes it possible to plan for any major repairs by having the parts on hand and scheduling their installation during a time when the machine can be conveniently taken out of production.

The effectiveness of maintenance and housekeeping programs can be measured by comparing the "status reports" (TAPPI TIP 0305-31 "Daily and Month-to-Date Status Report") made before these programs were started with those made after.

Daily maintenance checklist

Serious and minor conditions are to be corrected at inspection. Others should be noted as comments for scheduled maintenance, ordering parts, etc.

Daily Maintenance Checklist

Date _____

<i>Description</i>		<i>Maintenance person's initials</i>
1.	Check all emergency stop buttons and electrical controls for safe operation and check safety guards for proper location. Comments _____	
2.	Check condition of feeder mechanism for excessive play and wear. Comments _____	
3.	Check to see if front and side gauges roll freely. Stone or file any nicks, etc. Comments _____ Check vertical adjustments of front stops Comments _____	
4.	Check suction feed assist for adequate vacuum. Comments _____	
5.	Drain water from all air line water filters and fill lubricators with oil. Comments _____	
6.	Check air, water, and ink lines and valves for leaks. Comments _____	
7.	Check for loose or missing bolts and lock washers, especially in slotting heads. Comments _____	
8.	Check anilox or ceramic roll for movement with idling motor off to ensure that overriding clutch is free. Comments _____	
9.	Check condition of doctor blade or doctor roll. Comments _____ Check end seals Comments _____	
10.	Check condition of V-belts, ink pump, and main drive. Comments _____	
11.	Lubricate anilox or ceramic and doctor roll bearings. Comments _____	

<i>Description</i>		<i>Maintenance person's initials</i>
12.	Lubricate the ink return and/or supply pump. Comments _____	
13.	Lubricate all eccentric adjustments on each printing station. Comments _____	
14.	Check and replace any worn parts on glue tab equipment. Comments _____	
15.	Check and replace worn or chipped slotting and slitting knives. Comments _____	
16.	Check for broken or missing handles, knobs, or wrenches. Comments _____	
17.	Check adhesive shoe for leakage and correct if possible. Comments _____	
18.	Check inclines for blockage Comments _____	

Weekly maintenance checklist

Date _____

<i>Description</i>		<i>Maintenance person's initials</i>
1.	Check condition of stack feed interrupter. Comments _____	
2.	Check feed rolls for parallel and wear. Comments _____	
3.	Check kicker plates for tension and cracks; replace defective plates. Comments _____	
4.	Ensure that all safety guards are secure and in place. Comments _____	
5.	Vacuum air filter in drive cabinet and vacuum drive motor. Comments _____	
6.	Check score and slotting power yoke shafts for wear, nicks, etc. Comments _____	
7.	Move all lateral adjustments to their maximum and minimum extremes to check for freeness of movement. Comments _____	