

## Monthly Sign-off Sheet Instructions

1. Serial number	This is located on the rating tag.
2. Service date	Date of service.
3. Starting filter pressure	This is found on the control screen, and is the number that should be recorded PRIOR to servicing the piece of equipment.
4. Ending filter pressure	This is found on the control screen, and is the number that should be recorded AFTER servicing the piece of equipment.
5. Total pulse time	This should be the total time the service technician allowed the unit to pulse, in minutes.
6. Pulse type	This should be noted as OFFLINE if the machine was pulsed while the blower was OFF. If for some reason production was not able to allow the technician to turn off the blower, the pulse type should be noted as ONLINE.
7. % Particulate accumulated in drum	This should be the % the particulate containment was filled up. It can be a dust tray, hopper drum, etc. Look inside the containment source and estimate.
8. Containment Emptied?	This should be checked YES if the containment drum/drawer was cleaned out on the equipment. This should be checked NO if it was not cleaned out for some special reason.
9. Each valve checked to ensure operational?	This should be checked YES once each valve is individually tested from the controller.
10. Filter regulator clear of moisture?	This should be checked YES once the air-line regulator is visually checked for moisture. If there is an accumulation of moisture, check NO, and ensure that the moisture is released from the regulator.
11. Air pressure	The pressure gauge on the airline leading into the unit should read the current PSI flowing to the unit. Write down the actual PSI.
12. Spark arrestance status (select one of three options)	One of the following should be circled depending on the unit: baffles & mesh were changed OR Delta3 was cleaned OR System has no spark arrestance.
13. Fire suppression tank (CO2, Dry Chemical, or FM200) pressure checked	Circle one of the following: Green, Yellow, Red OR unit does not have fire suppression.
14. eStop function tested	This should be checked YES once the emergency stop button has been pulled with the blower on. If it is working correctly, it should sound an alarm and shut down the system.
15. Machine visually inspected for any signs of defect	This should be checked YES once the unit has been given a visual inspection. Things to look for are visible cracks in welds, unusually load noises coming from the motor/blower, controls screen damage, etc. Any damage that is found should not be written in this box, but should be included in the NOTES section below.



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16. Filter status	One of the following should be circled: changed this service OR needed for next service OR good condition. KEY: Filters are in good condition if the ending KPA is under 2.70 KPA. The Filters should be marked needed for next service if the ending KPA is between 2.70-3.50.
17. Hours on service meter	This should be written down off of the service meter on the control.
18. Hour meter reset	This should be checked YES if the service meter clock has been reset from the control.
19. VFD operating	If the unit has a VFD, the hertz should be written down from the VFD screen when the unit is started back up when service is complete.
21. Service notes	ANY and ALL noted issues with the machine should be filled in here. If the machine is inactive, also note it here.
20. Total machine downtime while servicing	This should be the signature of the technician that serviced the machine.