

# Plant Shutdown Checklist & Reminders

## Regular Maintenance & Service

### ELECTRIC EQUIPMENT

- Look at belts and sheaves for wear and tear
- Check greasing of motors
- Check bearings
- Make sure connections are still tight
- Check cooling fans on drives—heat is the main cause of drive failure

**INSIDER TIP:** Use vibration analysis to check for issues like rubbing, gear wear, or misalignment of couplings, bearings, and gears

**INSIDER TIP:** Use infrared thermography on applicable equipment to identify issues through heat signatures, like leaks, faulty terminations, or overloaded circuit breakers

### AIR COMPRESSORS

Take advantage of the downtime to ensure you're following the maintenance guidelines for your warranty. This often includes changing the oil.

- Preventative Maintenance (Oil Sample and Oil Change)
- Scheduled Repairs

### CRANE & HOIST

- Check for signs of abuse and wear & tear on chains or wire ropes
- Check to ensure chains and wire ropes are lubricated
- Check for signs of side loading or shock loading—this wear & tear is not usually covered by warranty

**INSIDER TIP:** Shutdowns are a good time to refresh operator training. Take advantage of your employees' free time by reinforcing proper lifting techniques, proper rigging, and the practices that will extend the life of your equipment.

## Expansion or Relocation Needs

- Identify any equipment that needs moved
- Identify any new systems or equipment that need installed
- Identify any wiring or structural changes that need to be made for new or relocated equipment

## Equipment Updates

- Identify any equipment that needs to be upgraded or replaced
- Make sure critical parts inventory is up to date

## Training Opportunities

- Identify any training opportunities that could be implemented with employees while production is stopped, including training of new employees, training of managers or trainers, or operator refresher courses—including crane operator training

## Budgeting

- Set your budget for equipment, service, installation, and any other needs.
- Schedule a pre-shutdown meeting with partners like Brehob to better understand the cost of maintenance, what needs to be done, and the labor involved.

## Scheduling

- Be sure to schedule your maintenance, installation, and training with partners in advance. The period between Thanksgiving and the end of the year is shutdown time for many companies, so it's important to get on the books early.
- Order any needed equipment well in advance of your shutdown period. Industrial equipment typically takes 2-3 weeks minimum to arrive.

**Call your local division today to schedule your year-end shutdown!**

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